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## ABSTRACT

The publication is presented with the purpose of providing educators easy access to current materials relevant to vocational-technical instruction and research. In the abstract section instructional materials (75 items) are followed by research materials (75 items) with the subject and author indexes providing access to both categories. The subject index descriptors are those listed in "Thesaurus of ERIC Descriptors." The Projects in Progress section opens with a title by State index and provides abstracts of seven curriculum projects and a directory of curriculum coordination centers. A title by State index provides access to 82 research projects in progress funded by the Vocational Education Amendments of 1968 (Public Law 90-576), Parts C, D, and I. A State directory of research coordinating units is provided. VT numbers included are VT 101 801 to 101 950. (SA)

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ED112267

ABSTRACTS OF INSTRUCTIONAL AND RESEARCH MATERIALS  
IN VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 8, NUMBER 4

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
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VT 101 801 - 101 950

THE CENTER FOR VOCATIONAL EDUCATION  
THE OHIO STATE UNIVERSITY  
1960 KENNY ROAD, COLUMBUS, OHIO 43210

1975

CE 005 369

2

## PREFACE

Finding and using relevant information frequently is a major task for researchers, curriculum specialists, teachers, administrators, and students. The Center for Vocational Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center assembles information relevant to the field of vocational-technical education. Through abstracts designed to present useful information about materials, the Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) publication provides educators quick access to in-use or under-development instructional and research materials. The full text of these materials is available on microfiche or from the original source.

We are indebted to our colleagues within the profession for providing instructional and research materials as they become available. We especially appreciate the contributions of state research coordinating units, curriculum coordination centers, instructional materials laboratories, local school systems, and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are encouraged to send instructional and research materials for possible inclusion in future issues of AIM/ARM.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor  
Director  
The Center for Vocational  
Education

## TABLE OF CONTENTS

	Page
Preface . . . . .	<i>ii</i>
Sample Abstract . . . . .	<i>iv</i>
How To Use AIM/ARM . . . . .	<i>v</i>
How To Submit Materials To AIM/ARM . . . . .	<i>vi</i>
Abstracts . . . . .	665
Instructional Materials	
VT 101 801 - 101 875 . . . . .	666 - 697
Research Materials	
VT 101 876 - 101 950 . . . . .	697 - 730
Subject Index . . . . .	731
Author Index . . . . .	769
Projects in Progress Section . . . . .	789
Curriculum Development . . . . .	791
Research . . . . .	797
How To Order Documents . . . . .	831
How To Order AIM/ARM Subscriptions . . . . .	832
How To Order AIM/ARM, VT-ERIC Microfiche Sets . . . . .	833
Thesaurus of ERIC Descriptors . . . . .	835

4/5/6

# SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed.

Author(s). VT 100 000

RICHARDS, F.L.

MF means microfiche. Documents not in VT-ERIC MICROFICHE SETS are available from alternate sources cited.

OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.

Title.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.  
DEPT. OF AGRICULTURAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
DIV. OF ADULT, AND VOCATIONAL RESEARCH.

Organization where document originated.

Report number and/or bureau number.

MF AVAILABLE IN VT-ERIC SET.

Agency responsible for initiating, funding, and managing the project producing the document.

OEC-0-85-12345 (7291)  
TEACHER-EDUC-SER-V12-N1

Date published and number of pages.

DEPARTMENT OF AGRICULTURAL EDUCATION, PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PENNSYLVANIA 16802 (\$1.00).

Contract (OEC) or grant (OEC) number.

Descriptors--subject terms characterizing substantive contents. Major terms preceded by asterisk.

PUB DATE - 71 56P.

Alternate source for obtaining documents.

DESCRIPTORS - \*AGRICULTURAL EDUCATION;  
\*CURRICULUM GUIDES; \*ORNAMENTAL HORTICULTURE;  
HIGH SCHOOLS; \*POST SECONDARY EDUCATION;  
LANDSCAPING; NURSERIES (HORTICULTURE); TURF  
MANAGEMENT; \*TECHNICAL EDUCATION  
IDENTIFIERS - \*PENNSYLVANIA

Identifiers--terms not found in the Thesaurus of ERIC Descriptors.

Informative condensation of document content.

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POSTSECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY, AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC, AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)

Abstractor's initials.

## HOW TO USE AIM/ARM

This volume of Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) has four major sections: Abstracts (Instructional and Research Materials), Subject Index, Author Index, and Projects in Progress.

• Abstracts (Instructional and Research Materials) present information about documents' authors, titles, availability, and content to help you decide if you want to read the full text of a document. A sample abstract on the opposite page identifies the various pieces of information presented in an abstract.

• Subject Index helps you locate, by subject descriptors conforming to those listed in the Thesaurus of ERIC Descriptors, abstracts of documents relevant to your information needs.

• Author Index helps you locate, by author/institution names, abstracts of documents relevant to your information needs.

• Projects in Progress announces in-progress research and curriculum development projects funded by the Vocational Education Amendments of 1968 (Public Law 90-576), Parts C, D, and I. These are indexed by state. The Curriculum subsection of Projects in Progress also includes a directory of curriculum coordination centers and the Research subsection provides a directory of state research coordinating units. Projects in Progress helps you keep aware of ongoing activities in vocational and technical education curriculum development and research.

Copies of full texts of most of the documents announced in AIM/ARM are available in the AIM/ARM, VT-ERIC Microfiche Sets. Those documents not listed as being available - "MF AVAILABLE IN VT-ERIC SET" - may be obtained from the listed alternate source.

To locate documents of interest to you:

- Scan the Abstracts, or
- Search the Subject Index for descriptors (subject terms) describing your interest, or
- Search the Author Index for personal and institutional (corporate) authors' names who might publish documents about your interest.

To learn about in-progress curriculum and research projects:

- Scan the abstracts, or
- Scan the title by state indexes.

## HOW TO SUBMIT MATERIALS TO AIM/ARM

If you have materials (curriculum documents, research reports, curriculum guides, etc.) which you would like to have considered for announcement in AIM/ARM, please send three (3) clear, legible copies to:

AIM/ARM  
The Center for Vocational Education  
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## ABSTRACTS

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### PAGE

#### INSTRUCTIONAL MATERIALS

VT 101 801 - VT 101 875 . . . . . 666 - 697

#### RESEARCH MATERIALS

VT 101 876 - VT 101 950 . . . . . 697 - 730

**VT 101 801**

PROJECT REAL: RELEVANT EDUCATION,  
ACTIVITY CENTERED LEARNING.  
EXPLORING THE WORLD OF CAREERS,  
GRADES 7 & 8. SUPPLEMENT TO  
TEACHERS' GUIDE; INSTRUCTIONAL  
UNITS.

NEWPORT INDEPENDENT SCHOOL  
DISTRICT, KY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 24P.

DESCRIPTORS - \*ACTIVITY UNITS;  
\*CAREERS; \*GRADE 7; \*GRADE 8;  
TEACHING GUIDES  
IDENTIFIERS - PROJECT REAL;  
NEWPORT; KENTUCKY

ABSTRACT - THIS TEACHERS' GUIDE  
SUPPLEMENT PRESENTS SUBJECT AREA  
UNITS IN SEVEN OCCUPATIONAL  
CLUSTERS: COMMUNICATIONS AND MEDIA  
OCCUPATIONS - ENGLISH;  
TRANSPORTATION - SOCIAL STUDIES;  
BUSINESS AND OFFICE OCCUPATIONS -  
ENGLISH (BUSINESS LETTERS); FINE  
ARTS AND HUMANITIES - ENGLISH;  
CONSUMER AND HOMEMAKING RELATED  
OCCUPATIONS - HOME ECONOMICS;  
HOSPITALITY AND RECREATION  
OCCUPATIONS - LANGUAGE ARTS; HEALTH  
OCCUPATIONS - HEALTH ILLUSTRATIONS  
(ART); AND AGRIBUSINESS AND NATURAL  
RESOURCES - SCIENCE. EACH UNIT  
INCLUDES AIM, CONCEPTS, BEHAVIORAL  
OBJECTIVES, ACTIVITIES AND  
MATERIALS, EVALUATION, SUGGESTED  
RESOURCE PEOPLE AND FIELD TRIPS,  
AND BIBLIOGRAPHY. (MF)

**VT 101 802**

TWENTY-FIVE LESSON PLANS FOR  
DISTRIBUTIVE EDUCATION. VOLUME 2.

DELAWARE STATE COLL., DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 75 50P.; SEE RELATED  
DOCUMENT IN THIS ISSUE AS VT 101  
803.

DESCRIPTORS - \*TEACHING METHODS;  
\*DISTRIBUTIVE EDUCATION; \*LESSON  
PLANS; \*CURRICULUM GUIDES; \*TEACHER  
DEVELOPED MATERIALS; TEACHING  
PROCEDURES; SECONDARY GRADES

ABSTRACT - DEVELOPED BY STUDENTS IN

A SUMMER SCHOOL CLASS IN METHODS OF  
TEACHING AT DELAWARE STATE COLLEGE  
THESE LESSON PLANS PRESENT SUBJECT  
MATTER CONTENT FOR A SECONDARY  
SCHOOL CLASS IN DISTRIBUTIVE  
EDUCATION USING AN ORGANIZED  
PRESENTATION OF TEACHING AIMS,  
INTRODUCTION, CONTENT, SUMMARY AND  
EVALUATION FOR EACH OF THE 25  
TOPICS ALONG WITH A VARIETY OF  
TEACHING METHODS. THESE INCLUDE  
DISCUSSION, LECTURE, SOCRATIC,  
VINCENTIAN, AUDIOVISUAL, MINICH,  
MONITORIAL, SENSE-REALISM,  
INDUSTRIAL, CASE STUDY, AND  
PROGRAMMED LEARNING. THE FIVE MAJOR  
AREAS OF DISTRIBUTIVE EDUCATION  
INCLUDED IN THE COURSE ARE  
FUNCTIONS OF MARKETING, FUNDAMENTAL  
SKILLS, PRODUCT TECHNOLOGY, SOCIAL  
SKILLS, AND ECONOMIC  
UNDERSTANDINGS. VOLUME I IS  
AVAILABLE AS VT 101 803.  
(AUTHOR/MU)

**VT 101 803**

SEEK AND FIND GAMES, CROSSWORDS.  
VOLUME I.

DELAWARE STATE COLL., DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 75 85P.; SEE RELATED  
DOCUMENT IN THIS ISSUE AS VT 101  
802.

DESCRIPTORS - \*CLASSROOM GAMES;  
\*PUZZLES; \*DISTRIBUTIVE EDUCATION;  
\*STUDENT DEVELOPED MATERIALS;  
ANSWER KEYS

ABSTRACT - TO ASSIST DISTRIBUTIVE  
EDUCATION TEACHERS WITH CLASSROOM  
LEARNING ACTIVITIES, A GROUP OF  
STUDENTS ENROLLED IN A RETAILING  
CLASS PREPARED THE 24 GAMES AND  
PUZZLES PRESENTED HERE. WORD GAMES  
AND PUZZLES WHICH USE MARKETING,  
ECONOMIC, AND BUSINESS TERMS,  
INCLUDE SEEK AND FIND GAMES AND  
CROSSWORD PUZZLES ARE PROVIDED WITH  
ANSWER KEYS. VOLUME II IS AVAILABLE  
AS VT 101 802. (AUTHOR/MU)

**VT 101 804**

BUSINESS DATA PROCESSING. A  
TEACHER'S GUIDE.

VIRGINIA STATE DEPT. OF EDUCATION,

RICHMOND. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP74 196P.

DESCRIPTORS - \*ELECTRONIC DATA  
PROCESSING; \*BUSINESS EDUCATION;  
\*COMPUTER ORIENTED PROGRAMS;  
PROGRAMING LANGUAGES; INPUT OUTPUT  
DEVICES; \*STATE CURRICULUM GUIDES;  
SECONDARY GRADES; \*TEACHING GUIDES  
IDENTIFIERS - \*VIRGINIA

ABSTRACT - THIS CURRICULUM GUIDE  
HAS BEEN PREPARED TO SERVE AS AN  
AID TO BUSINESS TEACHERS IN  
VIRGINIA IN PLANNING, EXECUTING,  
AND EVALUATING THE TEACHING AND  
LEARNING PROCESSES IN BUSINESS DATA  
PROCESSING. BECAUSE DATA PROCESSING  
PROGRAMS VARY WIDELY AMONG HIGH  
SCHOOLS, EVERY EFFORT HAS BEEN MADE  
TO PRODUCE A COURSE OF STUDY WHICH  
COULD BE ADAPTED TO AS MANY AS  
POSSIBLE. FOR THOSE SCHOOLS  
OFFERING COURSES USING UNIT RECORD  
EQUIPMENT THERE IS A DETAILED  
SECTION COVERING ALL ASPECTS OF  
WIRING AND OPERATION. FOR THOSE  
USING COMPUTERS, TWO SECTIONS  
OUTLINE THE PROGRAMMING LANGUAGES  
OF COBOL (COMMON BUSINESS ORIENTED  
LANGUAGE) AND RPG (REPORT PROGRAM  
GENERATOR). IN ADDITION TO THE  
OUTLINES, NARRATIVE EXPLANATIONS  
AND PROBLEM EXERCISES ARE  
PRESENTED. (AUTHOR/MF)

#### VT 101 805

STAFF INSERVICE TRAINING PROGRAM  
MANUAL. PART OF THE CAREER  
ACHIEVEMENT SKILLS TRAINING  
PROGRAM.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-72-0749

PUB DATE - JUN74 184P.; RELATED  
DOCUMENTS IN THIS ISSUE UNDER VT  
NUMBERS 101 806, 101 807, 101 808,  
101 912 AND 101 913.

DESCRIPTORS - \*INSERVICE EDUCATION;  
\*MANUALS; \*STAFF IMPROVEMENT;  
LESSON PLANS; LESSON OBSERVATION

CRITERIA; DELIVERY SYSTEMS; SKILL  
DEVELOPMENT; COUNSELOR TRAINING;  
TRAINING  
IDENTIFIERS - PONTIAC; MICHIGAN;  
CAST; CAREER ACHIEVEMENT SKILLS  
TRAINING

ABSTRACT - THIS MANUAL IS INTENDED  
AS A GUIDE FOR THE TRAINING PROCESS  
INVOLVED IN DELIVERING THE CAREER  
ACHIEVEMENT SKILLS TRAINING PROGRAM  
(CAST). FOUR PURPOSES OF THIS  
DOCUMENT ARE TO PROVIDE (1) AN  
UNDERSTANDING OF THE CAST PROGRAM,  
(2) A CONCEPTUAL OVERVIEW OF THE  
PHASE III CAST INSERVICE TRAINING,  
(3) OUTCOMES AND RECOMMENDATIONS  
FOR FUTURE TRAINING AS OFFERED BY  
THE CAST PARTICIPANTS, AND (4)  
GENERALIZED CONCLUSIONS AND  
SUGGESTIONS FOR TRAINING AS IT  
RELATES TO IMPLEMENTATION OF THE  
CAST PROGRAM IN OTHER SCHOOL  
DISTRICTS. THE BULK OF THE DOCUMENT  
IS MADE UP OF APPENDIXES WHICH  
INCLUDE THE PHASE II LESSON PLAN  
MANUAL, AN OBSERVATION CHECKLIST,  
AND ANECDOTAL INFORMATION.  
(AUTHOR/LJ)

#### VT 101 806

CAREER ACHIEVEMENT SKILLS TRAINING  
PROGRAM. LESSON PLAN MANUAL I  
JUNIOR HIGH.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.

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PUB DATE - JUN74 370P.; RELATED  
DOCUMENTS IN THIS ISSUE UNDER VT  
NUMBERS 101 805, 101 807, 101 808,  
101 912, 101 913.

DESCRIPTORS - \*CAREER EDUCATION;  
\*JUNIOR HIGH SCHOOL STUDENTS;  
\*LESSON PLANS; SKILL DEVELOPMENT;  
COUNSELORS; MANUALS; TEACHING  
GUIDES  
IDENTIFIERS - PONTIAC, MICHIGAN;  
CAST; CAREER ACHIEVEMENT SKILLS  
TRAINING PROGRAM

ABSTRACT - THIS LESSON PLAN MANUAL  
IS FOR USE AT THE JUNIOR HIGH LEVEL  
AS PART OF THE CAREER ACHIEVEMENT

SKILLS TRAINING PROGRAM (CAST). IT IS INTENDED FOR USE BY TEACHERS AND COUNSELORS AS A DELIVERY TOOL PROVIDING METHODS, STRATEGIES, PROGRAMS, AND RESOURCES. TO USE THIS MANUAL EFFECTIVELY, TEACHERS MUST BE FIRST TRAINED IN THE SKILLS THEY EXPECT THEIR STUDENTS TO ACQUIRE. THUS, IT IS RECOMMENDED THAT THE PHASE II LESSON PLAN MANUAL BE USED TO TRAIN TEACHERS TO USE THE SKILLS THEY WILL BE DELIVERING TO STUDENTS THROUGH USE OF THIS MANUAL. (SEE VT 101 805, STAFF INSERVICE TRAINING PROGRAM MANUAL, APPENDIX A ESPECIALLY). IT IS ALSO RECOMMENDED THAT THE UPPER ELEMENTARY (VT 101 808), LOWER ELEMENTARY (VT 101 807) AND JUNIOR HIGH LESSON PLAN MANUALS BE CONSIDERED AND USED AS ONE PROGRAM. CROSS REFERENCES ARE MADE TO INDIVIDUAL APPENDIXES IN THESE DOCUMENTS, SO THE THREE MANUALS SHOULD BE USED TOGETHER. EACH DOCUMENT IS DIVIDED INTO THE MAIN SECTIONS OF EXPANDING, NARROWING, AND PREPARING. APPENDED TO THIS DOCUMENT ARE MATERIALS USED IN DELIVERING THE JUNIOR HIGH LEVEL PROGRAM, ALTERNATIVE LESSON PLANS FOR TWO OF THE GOALS, A COPY OF CAOS (COMPUTER ASSISTED OCCUPATION SEARCH), AND PARENT AND COUNSELOR PROGRAM DESCRIPTIONS. (LJ)

#### VT 101 807

CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL II LOWER ELEMENTARY.

PONTIAC CITY SCHOOL DISTRICT, MICH. MICHIGAN STATE DEPT. OF EDUCATION, LANSING.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. OEG-0-72-0749

PUB DATE - JUN74 136P.; RELATED DOCUMENTS IN THIS ISSUE UNDER VT NUMBERS 101 805, 101 806, 101 808, 101 912, 101 913.

DESCRIPTORS - \*ELEMENTARY SCHOOL STUDENTS; \*CAREER EDUCATION; \*LESSON PLANS; SKILL DEVELOPMENT; COUNSELORS; MANUALS; TEACHING GUIDES  
IDENTIFIERS - PONTIAC; MICHIGAN;

#### CAST; CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM

ABSTRACT - THIS LESSON PLAN MANUAL IS FOR USE AT THE LOWER ELEMENTARY LEVEL AS PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM (CAST). IT IS INTENDED FOR USE BY TEACHERS AND COUNSELORS AS A DELIVERY TOOL PROVIDING METHODS, STRATEGIES, PROGRAMS, AND RESOURCES. TO USE THIS MANUAL EFFECTIVELY, TEACHERS MUST FIRST BE TRAINED IN THE SKILLS THEY EXPECT THEIR STUDENTS TO ACQUIRE. THUS, IT IS RECOMMENDED THAT THE PHASE II LESSON PLAN MANUAL BE USED TO TRAIN TEACHERS TO USE THE SKILLS THEY WILL BE DELIVERING TO STUDENTS THROUGH USE OF THIS MANUAL. (SEE VT 101 805, STAFF INSERVICE TRAINING PROGRAM MANUAL, ESPECIALLY APPENDIX A). IT IS ALSO RECOMMENDED THAT THE UPPER ELEMENTARY (VT 101 808), LOWER ELEMENTARY, AND JUNIOR HIGH (VT 101 806) LESSON PLAN MANUALS BE CONSIDERED AND USED AS ONE PROGRAM. CROSS REFERENCES ARE MADE TO THE INDIVIDUAL APPENDIXES IN THESE DOCUMENTS SO THE THREE MANUALS SHOULD BE USED TOGETHER. EACH DOCUMENT IS DIVIDED INTO THE MAIN SECTIONS OF EXPANDING, NARROWING, AND PREPARING. APPENDED TO THIS DOCUMENT ARE MATERIALS USED IN DELIVERING THE LOWER ELEMENTARY LEVEL PROGRAM. (LJ)

#### VT 101 808

CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL III UPPER ELEMENTARY.

PONTIAC CITY SCHOOL DISTRICT, MICH. MICHIGAN STATE DEPT. OF EDUCATION, LANSING.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. OEG-0-72-0749

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DESCRIPTORS - \*ELEMENTARY SCHOOL STUDENTS; \*CAREER EDUCATION; \*LESSON PLANS; SKILL DEVELOPMENT; COUNSELORS; MANUALS; TEACHING

## GUIDES

IDENTIFIERS - PONTIAC; MICHIGAN;  
CAST; CAREER ACHIEVEMENT SKILLS  
TRAINING PROGRAM

ABSTRACT - THIS LESSON PLAN MANUAL IS FOR USE AT THE UPPER ELEMENTARY LEVEL AS PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM (CAST). IT IS INTENDED FOR USE BY TEACHERS AND COUNSELORS AS A DELIVERY TOOL PROVIDING METHODS, STRATEGIES, PROGRAMS, AND RESOURCES. TO USE THIS MANUAL EFFECTIVELY, TEACHERS MUST FIRST BE TRAINED IN THE SKILLS THEY EXPECT THEIR STUDENTS TO ACQUIRE. THUS, IT IS RECOMMENDED THAT THE PHASE II LESSON PLAN MANUAL BE USED TO TRAIN TEACHERS TO USE THE SKILLS THEY WILL BE DELIVERING TO STUDENTS THROUGH USE OF THIS MANUAL. (SEE VT 101 805, STAFF INSERVICE TRAINING PROGRAM MANUAL, APPENDIX A ESPECIALLY). IT IS ALSO RECOMMENDED THAT THE UPPER ELEMENTARY, LOWER ELEMENTARY (VT 101 807), AND JUNIOR HIGH (VT 101 806) LESSON PLAN MANUALS BE CONSIDERED AND USED AS ONE PROGRAM. CROSS-REFERENCES ARE MADE TO THE INDIVIDUAL APPENDICES IN THESE DOCUMENTS, SO THE THREE MANUALS SHOULD BE USED TOGETHER. EACH DOCUMENT IS DIVIDED INTO THE MAIN SECTIONS OF EXPANDING, NARROWING, AND PREPARING. APPENDED TO THIS DOCUMENT ARE MATERIALS USED IN DELIVERING THE UPPER ELEMENTARY LEVEL PROGRAM. (LJ)

## VT 101 809

WELLS, JOHN; FUGATE, DOUGLAS  
DEVELOPMENT OF A PRE-POSTSECONDARY  
CURRICULUM IN SOCIAL SCIENCE FOR  
HIGH SCHOOL GRADES 11 AND 12.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 53P.

DESCRIPTORS - GRADE 11; GRADE 12;  
\*HIGH SCHOOL CURRICULUM; \*SOCIAL  
SCIENCES; \*CAREER EDUCATION;  
CURRICULUM GUIDES; COLLEGE  
PREPARATION; \*COLLEGE BOUND  
STUDENTS; \*OCCUPATIONAL INFORMATION

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED FOR THE PROSPECTIVE COLLEGE STUDENT WHO IS INTERESTED IN A CAREER IN SOME AREA OF THE SOCIAL SCIENCES. THE PROGRAM IS EXPERIENCE ORIENTED TO GIVE THE STUDENTS AN IDEA OF AND INFORMATION ON DIFFERENT AREAS IN THE FIELD. IN THE JUNIOR YEAR THE OCCUPATIONAL AREAS THAT WOULD BE COVERED INCLUDE: POLICE AND DETECTIVE IN PUBLIC SERVICE, HISTORY, LAW, AND JURISPRUDENCE, SOCIAL WELFARE, AND EDUCATION. THE SENIOR YEAR WOULD BE DEVOTED TO POLITICAL SCIENCE, ECONOMICS, SOCIOLOGY, PUBLIC RELATIONS, AND PSYCHOLOGY. THE DOCUMENT DESCRIBES DEVELOPMENTAL, BEHAVIORAL, AND PROGRAM OBJECTIVES AS WELL AS ACTIVITIES AND PROGRAM IMPLEMENTATION. ALSO INCLUDED ARE SOURCE MATERIALS AND SUGGESTED SYLLABUS OUTLINES FOR SEVERAL OF THE AREAS. (AUTHOR/LJ)

## VT 101 810

CARNEY, BETTY; FOURMAN, THOMAS  
PRE-POSTSECONDARY CURRICULUM GUIDE  
DEVELOPED FOR THE STATE DEPARTMENT  
OF VOCATIONAL EDUCATION.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 118P.

DESCRIPTORS - \*COLLEGE BOUND  
STUDENTS; CURRICULUM GUIDES;  
\*BUSINESS ADMINISTRATION; \*HIGH  
SCHOOL CURRICULUM; COLLEGE  
PREPARATION; \*OCCUPATIONAL  
INFORMATION; \*CAREER EDUCATION;  
GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED FOR THE PROSPECTIVE COLLEGE STUDENT WHO IS INTERESTED IN A CAREER IN SOME AREA OF BUSINESS ADMINISTRATION. THE PROGRAM IS EXPERIENCE ORIENTED TO GIVE THE STUDENT AN IDEA OF AND INFORMATION ON DIFFERENT AREAS IN THE FIELD. THREE BROAD OCCUPATIONAL AREAS WHICH HAVE BEEN IDENTIFIED IN THE FIELD INCLUDE ADMINISTRATIVE SPECIALIZATION, MANAGERS AND

OFFICIALS, AND MISCELLANEOUS PROFESSIONAL, TECHNICAL AND MANAGERIAL OCCUPATIONS. THE DOCUMENT PROVIDES DEVELOPMENTAL, BEHAVIORAL, AND PROGRAM OBJECTIVES AS WELL AS ACTIVITIES AND PROGRAM IMPLEMENTATION INFORMATION FOR COURSES TO BE OFFERED TO GRADE 11 AND 12 STUDENTS TO PREPARE THEM FOR COLLEGE WORK IN BUSINESS ADMINISTRATION. (AUTHOR/LJ)

VT 101 811

BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.

BOWLING GREEN INDEPENDENT SCHOOL DISTRICT, KY.  
KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. BUREAU OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 109P.

DESCRIPTORS - \*MANUALS; \*CAREER EDUCATION; \*PROGRAM DEVELOPMENT; \*EDUCATIONAL PROGRAMS; TEACHING GUIDES; ADMINISTRATOR GUIDES; COUNSELOR FUNCTIONS; \*RESOURCE UNITS  
IDENTIFIERS - \*BOWLING GREEN; KENTUCKY

ABSTRACT - THE SUBSTANCE OF THIS MANUAL CENTERS ON THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF CAREER EDUCATION INTO THE EDUCATIONAL PROGRAMS OF BOWLING GREEN, KENTUCKY. IT IS BASED ON THE EFFORTS AND EXPERIENCES OF THE BOWLING GREEN STAFF THROUGH A THREE-YEAR DEVELOPMENTAL PROCESS INVOLVING EVERY TEACHER, GUIDANCE COUNSELOR, AND ADMINISTRATOR. SECTIONS INCLUDE CAREER EDUCATION ELEMENTS, ORGANIZATION, JOB CLUSTERS, UNIT WRITING, ELEMENTARY LEVEL, JUNIOR HIGH UNITS, AND HIGH SCHOOL ACADEMIC PROGRAM. THE APPENDIX CONTAINS SURVEY FORMS, HIGH SCHOOL PROGRAMS OF STUDY, AND BIBLIOGRAPHY. (MF)

VT 101 812

MEYERHOLTZ, ROBERT  
MINI-GRANT TO DEVELOP A SLIDE PRESENTATION OF PLANT SPECIMENS FOR

USE IN VOCATIONAL HORTICULTURE, A. FINAL REPORT.

EVANSVILLE-VANDEBURGH SCHOOL CORP., IND.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 10MAR75 20P.

DESCRIPTORS - \*PLANT IDENTIFICATION; \*LANDSCAPING; DEVELOPMENTAL PROGRAMS; ADVISORY COMMITTEES; SLIDES; SCRIPTS  
IDENTIFIERS - INDIANA

ABSTRACT - ONE OF THE MAJOR PROBLEMS IN TEACHING VOCATIONAL LANDSCAPING COURSES IS FINDING SUITABLE PLANT MATERIALS AND AUDIOVISUALS FOR STUDENT USE IN PLANT IDENTIFICATION. A SLIDE SERIES WAS NEEDED FOR STUDY OF THE 52 MOST USED PLANTS IN INDIANA. AN ADVISORY COMMITTEE OF LOCAL LANDSCAPE ARCHITECTS AND NURSERYMEN COOPERATED IN DEVELOPING THE PLANT INFORMATION AND IN LOCATING EACH SPECIMEN FOR PHOTOGRAPHING. A TAPE NARRATION WAS DEVELOPED FOR USE WITH THE SLIDES. NOT DIRECTLY RELATED TO THE PROGRAM WAS A FINDING THAT ALL OF THE COMMITTEE MEMBERS HAD HAD DIFFERENT LANDSCAPING REASONS FOR USING A PARTICULAR PLANT. AFTER GETTING TOGETHER ON THE PLANT LISTING AND IDENTIFICATION THEY BEGAN USING THE BASIC PLANT LIST FOR THE SAME BASIC REASONS. THE SLIDE AND TAPE SERIES AND THE MOUNTED SPECIMENS MAY BE USED FOR CLASSROOM INSTRUCTION. THE DOCUMENT INCLUDES THE SCRIPT ENTITLED "COMMONLY USED SHRUBS, GROUNDCOVERS AND TREES IN INDIANA." THE TAPE NARRATION WAS DEVELOPED FROM THIS SCRIPT. (MF)

VT 101 813

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 2).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 366P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 814 THRU VT 101 816.

DESCRIPTORS - \*CAREER AWARENESS;  
\*CAREER EDUCATION; GRADE 2;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE  
REGULAR CURRICULUM AND UTILIZING  
ALL DISCIPLINES, THIS PROGRAM'S  
MAIN PURPOSE IS TO SHOW A  
RELATIONSHIP BETWEEN SCHOOL  
SUBJECTS AND CAREERS. THIS GRADE 2  
GUIDE OF A K-6 SERIES CONTAINS SIX  
MODELS REPRESENTING 74 OCCUPATIONS.  
EACH SIX-WEEK-LONG MODEL INCLUDES  
FROM THREE TO FIVE UNITS, COMPOSED  
OF APPROPRIATE LEARNING ACTIVITIES.  
THE SIX MODELS REPRESENT BUSINESS,  
COMMUNICATIONS, PUBLIC SERVICE,  
CONSTRUCTION, TRANSPORTATION AND  
FOOD SERVICE OCCUPATIONS. THE  
LEARNING ACTIVITIES INCLUDE  
PERFORMANCE OBJECTIVES AND  
CRITERION TESTS. THE GUIDANCE  
PROGRAM CENTERS AROUND A KIT OF  
ACTIVITIES AND MATERIALS DESIGNED  
TO FACILITATE SOCIAL AND EMOTIONAL  
GROWTH. (NJ)

VT 101 814  
BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE  
3).

BOISE CITY INDEPENDENT SCHOOL  
DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 351P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 815, AND VT 101  
816.

DESCRIPTORS - \*CAREER AWARENESS;  
\*CAREER EDUCATION; GRADE 3;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE  
REGULAR CURRICULUM AND UTILIZING  
ALL DISCIPLINES, THIS PROGRAM'S

MAIN PURPOSE IS TO SHOW A  
RELATIONSHIP BETWEEN SCHOOL  
SUBJECTS AND CAREERS. THIS GRADE 3  
GUIDE OF A K-6 SERIES CONTAINS  
SEVEN CAREER UNITS OF GROUPS OF  
FOUR OCCUPATIONS WITH APPROPRIATE  
LEARNING ACTIVITIES APPROACHING THE  
STUDY OF EACH FROM THE PERSPECTIVES  
OF THE DIFFERENT SUBJECT AREAS.  
SOME OCCUPATIONAL CLUSTERS  
REPRESENTED ARE MARINE SCIENCE,  
TRANSPORTATION, HOSPITALITY AND  
RECREATION, AND HEALTH. PERFORMANCE  
OBJECTIVES AND CRITERION TESTS ARE  
ALSO INCLUDED. THE GUIDANCE PROGRAM  
CENTERS AROUND A KIT OF ACTIVITIES  
AND MATERIALS DESIGNED TO  
FACILITATE SOCIAL AND EMOTIONAL  
GROWTH. (NJ)

VT 101 815  
BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE  
4).

BOISE CITY INDEPENDENT SCHOOL  
DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 395P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 814, AND VT 101  
816.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CAREER AWARENESS; GRADE 4;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE  
REGULAR CURRICULUM AND UTILIZING  
ALL DISCIPLINES, THIS PROGRAM'S  
MAIN PURPOSE IS TO SHOW A  
RELATIONSHIP BETWEEN SCHOOL  
SUBJECTS AND CAREERS. THIS GRADE 4  
GUIDE OF A K-6 SERIES CONTAINS  
SEVEN CAREER UNITS OF FOUR GROUPS  
OF OCCUPATIONS WITH APPROPRIATE  
LEARNING ACTIVITIES APPROACHING THE  
STUDY OF EACH FROM THE PERSPECTIVES  
OF THE DIFFERENT SUBJECT AREAS.  
SOME OCCUPATIONAL CLUSTERS  
REPRESENTED ARE PERSONAL SERVICE,  
HUMANITIES AND FINE ARTS,  
HOSPITALITY AND RECREATION, AND  
AGRIBUSINESS AND NATURAL RESOURCES.

PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 816

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 5).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 411P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 814, AND VT 101 815.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CAREER AWARENESS; GRADE 5;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 5 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF GROUPS OF OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE CONSTRUCTION, FOOD SERVICES, HEALTH, MANUFACTURING, AND COMMUNICATIONS AND MEDIA. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 817

LARSEN, JUDY, AND OTHERS  
CAREER EDUCATION IN LANGUAGE ARTS.  
A UNIT APPROACH. GRADES 7-9.

ROSEVILLE AREA SCHOOL DISTRICT 623,  
MINN.

MINNESOTA STATE DEPT. OF EDUCATION,  
ST. PAUL. DIV. OF VOCATIONAL AND  
TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 326P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*GRADE 7; GRADE 8; GRADE 9;  
\*LANGUAGE ARTS; \*DEVELOPMENTAL  
PROGRAMS  
IDENTIFIERS - MINNESOTA

ABSTRACT - THIS BOOK IS DESIGNED TO HELP TEACHERS PLUG CAREER UNITS INTO THEIR SCHOOL'S CURRENT LANGUAGE ARTS PROGRAM. THE FORMAT OF THE BOOK INCLUDES COLOR CODED UNITS FOR THE VARIOUS GRADES AND UNITS ARRANGED BY COURSE DESCRIPTION, GRADE LEVEL AND UNIT'S LENGTH, GENERAL OBJECTIVES, DAY BY DAY ACTIVITIES, AND BIBLIOGRAPHY. UNIT TITLES FOR GRADE 7 ARE WHO AM I?, PERSONAL DECISION MAKING, FRIENDSHIP, PARENT WORKER VISITS, EXPLORING CLUSTERS, GRADE 8 UNITS ARE: WHAT ARE MY VALUES?, GROUP DYNAMICS, SIGNIFICANT OTHERS, WORK VISITATION, AND WOMEN IN THE WORLD OF WORK. GRADE 9 COVERS WHAT ARE MY INTERESTS?, WHAT WOULD HAPPEN IF...?, RESOLVING CONFLICT, AND COMMUNITY SERVICE EXPERIENCE. (AUTHOR/LJ)

VT 101 818

FOOD SERVICE--COURSES OF STUDY,  
GRADES 11-12.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.  
OREGON STATE BOARD OF EDUCATION,  
SALEM.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 153P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*COURSE CONTENT; \*FOOD  
SERVICE OCCUPATIONS; GRADE 11;  
GRADE 12  
IDENTIFIERS - PROJECT VIGOR; OREGON

ABSTRACT - THESE LEARNING PACKAGES WERE PREPARED FOR STUDENTS IN FIRST AND SECOND YEAR FOOD SERVICE CLASSES. THERE ARE 19 PACKAGES ON FOOD PREPARATION AND ONE ON MAKING CHANGE. THE MEAT COOKERY AREA

COVERS MEAT IDENTIFICATION AND COMPOSITION, AND WAYS OF COOKING MEAT INCLUDING THE ADVANTAGES OF LOW TEMPERATURE COOKING. THE FRY COOKING SERIES ADDRESSES THE MANAGEMENT OF TIME AND EFFORT, PORTIONING, SANDWICH MAKING, GRIDDLING, AND FRENCH FRYING. STARCH COOKERY INCLUDES COMPOSITION OF CEREAL GRAINS (MAINLY WHEAT) AND USING THESE AS THICKENING AGENTS IN GRAVIES, SAUCES, MAIN DISHES, AND DESSERTS. THE YEAST DOUGHS SECTION INCLUDES A STUDY OF YEAST DOUGH COMPONENTS, AND ROLL MAKING. CASHIERING DEALS WITH MAKING CHANGE. THE FORMAT USED IN THE PACKAGES FOLLOWS THE OUTLINE OF TITLE, PURPOSE, OBJECTIVES, PRE-TESTING, LEARNINGS, POST-TESTING, AND SEARCH. (AUTHOR/LJ)

#### VT 101 819

CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.

BUREAU OF RECLAMATION (DEPT. OF INTERIOR), DENVER, COLO. ENGINEERING AND RESEARCH CENTER. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JAN73 66P.

DESCRIPTORS - \*JOB TRAINING; \*GOVERNMENT EMPLOYEES; FEDERAL GOVERNMENT; \*COURSE DESCRIPTIONS; CATALOGS; \*INSERVICE PROGRAMS; \*OFF THE JOB TRAINING; EXTENSION EDUCATION; PERSONNEL POLICY

ABSTRACT - THE GOVERNMENT EMPLOYEES TRAINING ACT PROVIDES FOR GOVERNMENT-PAID, ON GOVERNMENT TIME, TRAINING FOR FEDERAL EMPLOYEES -- INSERVICE, INTERAGENCY, OR NON-GOVERNMENT. THIS DOCUMENT DESCRIBES THE TYPE OF TRAINING AVAILABLE FOR EMPLOYEES OF THE ENGINEERING AND RESEARCH CENTER OF THE BUREAU OF RECLAMATION AT DENVER. SECTION I PRESENTS THE TRAINING ACTIVITIES GUIDE AND TRAINING POLICIES AND PROCEDURES. SECTION II GIVES MANAGEMENT PROCEDURES FOR CONDUCTING THE 1973 ANNUAL SURVEY OF TRAINING NEEDS.

ENROLLMENT PROCEDURES AND TRAINING RECORD ARE IN SECTION III. SECTIONS IV AND V SUPPLY COURSE INFORMATION IN NINE CATEGORIES: SUPERVISORY AND MANAGEMENT; TECHNICAL, SCIENTIFIC, AND PROFESSIONAL; COMMUNICATION SKILLS; CLERICAL AND OFFICE; TRADES AND CRAFTS; SAFETY MANAGEMENT; FIRST AID, LIFESAVING, ETC.; ORIENTATION; AND OTHER. MOST OF THE TRAINING PARTICIPATED IN BY EMPLOYEES OF THE DENVER CENTER FALL INTO THE FIRST THREE CATEGORIES. (MF)

#### VT 101 820

JOHNSON, MILO P. TEACHERS' ACCOUNTABILITY TO STUDENTS. SYLLABUS FOR 1971 CONFERENCE. WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION. TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS EDUCATION.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 80P.

DESCRIPTORS - \*EDUCATIONAL ACCOUNTABILITY; VOCATIONAL EDUCATION; \*TEACHER WORKSHOPS; \*GUIDELINES; EDUCATIONAL OBJECTIVES; TEACHING PROCEDURES; TEST CONSTRUCTION

ABSTRACT - A SYLLABUS FOR A TEACHERS' WORKSHOP IN ACCOUNTABILITY PRESENTS STEPS FOR PARTICIPANTS TO FOLLOW, IN 20 SECTIONS AND 10 APPENDIXES, TO BECOME MORE ACCOUNTABLE TO STUDENTS BY RELATING THE WORKSHOP DISCUSSIONS TO THEIR OWN FIELDS OF TEACHING. (MF)

#### VT 101 821

MOLONEY, NEIL LAW ENFORCEMENT CURRICULUM.

HIGHLINE COMMUNITY COLL., MIDWAY, WASH. WASHINGTON STATE BOARD FOR VOCATIONAL EDUCATION, OLYMPIA. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 161P.

DESCRIPTORS - \*LAW ENFORCEMENT;  
VOCATIONAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS;  
\*CURRICULUM GUIDES; COMMUNITY  
COLLEGES; COMMUNICATION SKILLS  
IDENTIFIERS - \*POLICE EDUCATION;  
WASHINGTON

ABSTRACT - PREPARED BY THE  
WASHINGTON STATE DIVISION OF  
VOCATIONAL EDUCATION AND APPROVED  
BY THE STATE, COUNTY, AND MUNICIPAL  
LAW ENFORCEMENT AGENCIES, THIS  
CURRICULUM GUIDE IS INTENDED TO  
ASSIST COMMUNITY COLLEGES AND  
VOCATIONAL/TECHNICAL INSTITUTIONS  
IN ESTABLISHING UNIFORM METHODS OF  
TRAINING THROUGHOUT THE STATE OF  
WASHINGTON. THIS GUIDE IS DESIGNED  
TO PREPARE STUDENTS FOR A CAREER IN  
LAW ENFORCEMENT. IT COMBINES LAW  
ENFORCEMENT COURSES AND A CAREFULLY  
SELECTED GROUP OF GENERAL EDUCATION  
COURSES. THE GRADUATE IS EXPECTED  
TO BE ABLE TO PERFORM ROUTINE  
POLICE TASKS IMMEDIATELY UPON  
ENTERING A DEPARTMENT AND WILL ALSO  
HAVE A SOLID FOUNDATION IN  
COMMUNICATION SKILLS. THE TOTAL  
PROGRAM IS ALSO DESIGNED TO PROVIDE  
AS MUCH INSIGHT AS POSSIBLE INTO  
THE DELICATE PROBLEMS OF HUMAN  
RELATIONS THE OFFICER WILL  
ENCOUNTER IN HIS OR HER WORK.  
APPENDED ARE SUGGESTIONS FOR  
IMPLEMENTING AND INTRODUCING THE  
PROGRAM INTO A COMMUNITY COLLEGE.  
(AUTHOR/LJ)

VT 101 822

CAMPBELL, ROBERT A.  
A GUIDE TO GRADING FEATURES IN  
SOUTHERN PINE LOGS AND TREES.

FOREST SERVICE (DOA), ASHEVILLE,  
N.C. SOUTHEASTERN FOREST EXPERIMENT  
STATION.

MF AVAILABLE IN VT-ERIC SET.

STATION-PAPER-156

PUB DATE - 73 26P.; REPRINTED BY  
MISSISSIPPI STATE UNIVERSITY  
RESEARCH AND CURRICULUM UNIT FOR  
VOCATIONAL AND TECHNICAL EDUCATION.

DESCRIPTORS - \*TREES; \*GRADING;  
\*GUIDES; DISEASES; INJURIES;  
\*LUMBER INDUSTRY; \*SOUTHERN STATES

ABSTRACT - THE MEASURE OF QUALITY  
OF A LOG OR TREE IS DEPENDENT ON  
THE PRODUCTS IT WILL YIELD. FOR  
EXAMPLE, LUMBER IS GREATLY AFFECTED  
BY SUCH GROSS CHARACTERISTICS OF  
THE TREE AS LIMBS, KNOTS, CONKS,  
SWEEP, SCARS, ETC. THIS GUIDE WAS  
PREPARED AS A HELP IN UNDERSTANDING  
THESE CHARACTERISTICS AND THEIR  
EFFECT ON THE TYPE OF LUMBER  
PRODUCED FROM SOUTHERN PINE LOGS.  
THESE LOG GRADES WERE DEVELOPED  
DURING 15 YEARS OF STUDY AND HAVE  
BEEN APPROVED FOR FOREST SERVICE  
USE. THE GUIDE IS SUPPLEMENTAL TO  
THE GRADING SYSTEM AND IS INTENDED  
AS AN AID TO THE APPLICATION AND  
USE OF THE LOG GRADES. THE ONLY END  
PRODUCT TO WHICH THE LOG GRADES AND  
THIS GUIDE APPLY IS LUMBER IN THE  
STANDARD GRADES AND SIZES AS  
DEFINED BY THE SOUTHERN PINE  
INSPECTION BUREAU. (MF)

VT 101 823

CROSS, DON, AND OTHERS  
AN ANALYSIS OF THE INSURANCE  
UNDERWRITING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 238P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 824 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*INSURANCE OCCUPATIONS; \*OFFICE  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY

KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DISCUSSES THE OCCUPATION OF INSURANCE UNDERWRITER, LIMITED HERE TO PERSONAL LINES. UNDERWRITING PROVIDES A GOOD BASIS FOR OTHER INSURANCE JOBS AS IT INCLUDES THE SELECTION AND PRICING OF RISKS, THE FUNCTION WHICH ULTIMATELY DETERMINES A COMPANY'S SUCCESS. (AUTHOR/MF)

**VT 101 824**

WAHONICK, RONALD, AND OTHERS  
AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 288P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 AND VT 101 825 THRU 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PERSONNEL MANAGEMENT; \*PERSONNEL DIRECTORS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS,

COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE DUTIES PERFORMED BY A PERSONNEL MANAGER IN INDUSTRY. THE NATURE OF PERSONNEL WORK DIFFERS WIDELY WITH THE SIZE AND NEEDS OF INDIVIDUAL COMPANIES, SO TASKS INCLUDED ARE THOSE THOUGHT TO BE COMMON TO MOST COMPANIES. (AUTHOR/MF)

**VT 101 825**

LUSTIC, GARY, AND OTHERS  
AN ANALYSIS OF THE PURCHASING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 222P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 824 AND VT  
101 826 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PURCHASING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE OCCUPATION OF PURCHASING AGENT-BUYER IS ANALYZED IN THIS VOLUME. WHILE THIS TYPE OF JOB MAY BE FOUND IN VARIOUS

AREAS, MANY USING ELECTRONIC DATA PROCESSING SYSTEMS, INDUSTRIAL PURCHASING IN A COMPANY USING A MANUAL INFORMATION RETRIEVAL SYSTEM WAS CHOSEN FOR ANALYSIS.  
(AUTHOR/MF)

VT 101 826

BRYAN, JAMES E.  
AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 204P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 825 AND VT  
101 827 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*HOUSING MANAGEMENT AIDES; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION  
IDENTIFIERS - \*PROPERTY MANAGEMENT

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF A PROPERTY MANAGER ARE ANALYZED IN THIS VOLUME. MANY OF THE TASKS OUTLINED MAY BE PERFORMED BY PERSONS WHOSE TITLES INCLUDE RESIDENT MANAGER, RENTAL AGENT, MAINTENANCE ENGINEER, JANITORIAL STAFF, OR GROUND SPECIALIST.

(AUTHOR/MF)

VT 101 827

HARESTAD, CLIFFORD E., AND OTHERS  
AN ANALYSIS OF THE REAL ESTATE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 114P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 826 AND VT  
101 828 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*REAL  
ESTATE OCCUPATIONS; \*SALES  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE TASKS PERFORMED BY A PERSON WHO HAS BEEN LICENSED TO SELL REAL ESTATE. IT REPRESENTS AN ACCOUNTING OF WHAT MUST BE DONE BY THE REAL ESTATE SALES AGENT THROUGH THE CYCLE OF A RESIDENTIAL SALE.  
(AUTHOR/MF)

VT 101 828

DIPLACIDO, PAT E., AND OTHERS  
AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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PUB DATE - ND 238P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 827 AND VT  
101 829 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
MANAGERIAL OCCUPATIONS; \*BUSINESS  
ADMINISTRATION; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*ENTREPRENEURS

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE DUTIES OF A  
SMALL BUSINESS MANAGER WHO IS  
RESPONSIBLE FOR THE OPERATION OF AN  
INDIVIDUALLY OWNED SMALL BUSINESS  
ARE DESCRIBED IN THIS VOLUME.  
DUTIES WOULD BE PREDOMINANTLY  
SUPERVISION AND MANAGEMENT,  
DEPENDING ON THE SIZE AND NATURE OF  
THE BUSINESS. (AUTHOR/MF)

VT 101 829  
ABELL, GEORGE H., AND OTHERS  
AN ANALYSIS OF THE TERMINAL  
CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 180P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 828 AND VT  
101 830 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CLERICAL OCCUPATIONS;  
TRANSPORTATION; \*SERVICE VEHICLES;  
DELIVERY SYSTEMS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*TRUCKING INDUSTRY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE CLERICAL  
FUNCTION DESCRIBED IN THIS VOLUME  
IS THAT OF TERMINAL CLERK IN A  
MOTOR FREIGHT TERMINAL. ALTHOUGH  
INDIVIDUAL TASKS MAY DIFFER, THE  
BASIC FUNCTIONS OF RECORDKEEPING,  
DISPATCHING, TRACING, CASHIERING,  
BILLING, AND CUSTOMER SERVICE ARE  
FOUND IN ALL AREAS OF THE  
TRANSPORTATION INDUSTRY.  
(AUTHOR/MF)

VT 101 830  
ABELL, GEORGE H., AND OTHERS  
AN ANALYSIS OF THE TERMINAL  
DISPATCHING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 60P.; SEE

RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 829 AND VT  
101 831 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CLERICAL OCCUPATIONS;  
TRANSPORTATION; \*SERVICE VEHICLES;  
DELIVERY SYSTEMS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*TRUCKING INDUSTRY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE CLERICAL  
FUNCTION DESCRIBED IN THIS VOLUME  
IS THAT OF A DISPATCHER IN THE  
TERMINAL OF A COMMON CARRIER IN THE  
TRUCKING INDUSTRY. IN A SMALL  
OPERATION THE DUTIES OF DISPATCHER  
AND TERMINAL CLERK MIGHT BE  
COMBINED IN ONE JOB. (AUTHOR/MF)

VT 101 831  
MASCIO, JOSEPH W.; O'CONNOR,  
PATRICK J.  
AN ANALYSIS OF THE TERMINAL  
MATERIALS HANDLING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 138P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 830 AND VT  
101 832 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*SERVICE OCCUPATIONS; \*SERVICE  
VEHICLES; TRANSPORTATION; DELIVERY  
SYSTEMS; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION  
IDENTIFIERS - \*TRUCKING INDUSTRY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
DESCRIBES THE TASKS REQUIRED OF A  
MATERIALS HANDLER IN MOTOR  
TRANSPORTATION, WHICH RANGE FROM  
SUPERVISION TO ACTUAL LOADING AND  
UNLOADING OF MATERIALS. (AUTHOR/MF)

VT 101 832  
BETH, GERTRUDE K., AND OTHERS  
AN ANALYSIS OF THE NURSERY SCHOOL  
TEACHER AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 831 AND VT  
101 833 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TEACHER AIDES; \*NURSERY SCHOOLS;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL

ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE TASKS ANALYZED IN THIS VOLUME ARE THOSE MOST FREQUENTLY PERFORMED WITH PRESCHOOL CHILDREN BY NURSERY SCHOOL TEACHER AIDES. NO ADMINISTRATIVE DUTIES ARE INCLUDED. (AUTHOR/MF)

VT 101 833

BOYADJIS, THOMAS A.; PAOLETTI, DONALD J.  
AN ANALYSIS OF THE BAKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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PUB DATE - ND 158P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 832 AND VT  
101 834 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*FOOD SERVICE OCCUPATIONS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION IDENTIFIERS - \*BAKERS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS

PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURE, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE RANGE OF SKILLS NEEDED IN BAKING AND MANAGING OR SUPERVISING A BAKERY OPERATION ARE COVERED IN THIS VOLUME. (AUTHOR/MF)

VT 101 834

BUERKEL, ELAINE; REHLING, JOSEPH H.  
AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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PUB DATE - ND 404P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 833 AND VT  
101 835 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CLOTHING MAINTENANCE SPECIALISTS;  
\*SEWING MACHINE OPERATORS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TEACHING OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC

AREAS. THIS VOLUME PRESENTS DUTIES PERFORMED BY WORKERS IN THE TEXTILE SERVICE INDUSTRY COVERING REPAIR AND/OR ALTERATION OF CLOTHING.  
(AUTHOR/MF)

**VT 101 835**

SIX, JOSEPH E., JR.  
AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 214P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 834 AND VT  
101 836 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*OFFICE MACHINES; BOOKKEEPING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASKS RELATED TO THE OPERATION OF THE BOOKKEEPING MACHINE ARE DESCRIBED IN THIS VOLUME. AS SUCH MACHINES RANGE FROM SIMPLE MECHANICAL MODELS TO HIGHLY SOPHISTICATED ELECTRONIC SYSTEMS, THE ANALYSIS IS WRITTEN IN GENERAL TERMS TO SERVE AS A STARTING POINT FOR DIFFERENT SCHOOL PROGRAMS.

(AUTHOR/MF)

**VT 101 836**

BRAYNT, EYRIS, AND OTHERS  
AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 198P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 835 AND VT  
101 837 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*DATA  
PROCESSING OCCUPATIONS; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME PRESENTS TASK STATEMENTS FOR ENTRY LEVEL POSITIONS IN THE FIELD OF BUSINESS DATA PROCESSING.  
(AUTHOR/MF)

**VT 101 837**

HARNISH, RONALD, AND OTHERS  
AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 154P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 836 AND VT  
101 838 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*BOOKKEEPING; \*ACCOUNTING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. DUTIES RANGING  
FROM PREPARING A PAYROLL TO  
ASSISTING IN PREPARATION OF  
FINANCIAL STATEMENTS ARE INCLUDED  
IN THIS VOLUME ANALYZING THE  
BOOKKEEPING OCCUPATION. (AUTHOR/MF)

VT 101 838  
FRASS, MELVIN R.; KRAUSE, MARVIN  
AN ANALYSIS OF THE AIR  
CONDITIONING, REFRIGERATING AND  
HEATING OCCUPATIONS.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 398P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 837 AND VT  
101 839 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*REFRIGERATION MECHANICS; AIR  
CONDITIONING; HEATING; \*SERVICE  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
ANALYZES THE BASIC SKILLS OF THE  
AIR CONDITIONING, REFRIGERATION,  
AND HEATING FIELDS COVERING BOTH  
INSTALLATION AND SERVICING OF  
EQUIPMENT. (AUTHOR/MF)

VT 101 839  
STRANKE, EDWARD J.; SPECK, SAMUEL  
R.  
AN ANALYSIS OF THE AUTO BODY REPAIR  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 838 AND VT  
101 840 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO  
BODY REPAIRMEN; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM

JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. SOME OF THE MAJOR DUTIES AND RELATED TASKS OF THE AUTO BODY REPAIR TRADE ARE PRESENTED IN THIS VOLUME, INCLUDING MANAGEMENT, SHEET METAL REPAIR AND REPLACEMENT, FRAMEWORK, AND VARIOUS ADJUSTMENTS. (AUTHOR/MF)

#### VT 101 840

CONNOR, MICHAEL; THOMAN, LEROY  
AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 839 AND VT  
101 841 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO MECHANICS (OCCUPATION); \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED

FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE AUTO MECHANIC TASKS DESCRIBED IN THIS VOLUME INCLUDE DIAGNOSIS, MAINTENANCE, AND REPAIR OF AUTOMOTIVE SYSTEMS. (AUTHOR/MF)

#### VT 101 841

MCKINNEY, ORAL O., AND OTHERS  
AN ANALYSIS OF THE CARPENTRY OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 840 AND VT  
101 842 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CARPENTERS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASK ANALYSIS

OF THE CARPENTRY TRADE IS PROVIDED IN THIS VOLUME, COVERING THE PROGRESS OF A HOUSE FROM THE FIRST STUDY OF THE BLUEPRINTS TO LAYING OUT OF THE EXCAVATION AND CONTINUING STEP BY STEP UNTIL THE INTERIOR FINISH IS APPLIED TO THE COMPLETED STRUCTURE. (AUTHOR/MF)

**VT 101 842**

MOWEN, KENNETH A., AND OTHERS  
AN ANALYSIS OF THE COMMERCIAL ART  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 56P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 841 AND VT  
101 843 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*COMMERCIAL ART; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. TASK STATEMENTS  
FOR THE MAJOR DUTY AREAS IN THE  
FIELD OF COMMERCIAL ART ARE  
PRESENTED IN THIS VOLUME. THE  
COMMERCIAL ARTIST DEVELOPS IDEAS  
INTO GRAPHIC FORMS USING A VARIETY  
OF METHODS AND MEDIA TO MEET THE  
NEEDS OF DIFFERENT CLIENTS.

(AUTHOR/MF)

**VT 101 843**

HALL, EUGENE J.; TURNER, RAYMOND C.  
AN ANALYSIS OF THE INDUSTRIAL  
MECHANICS OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 298P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 842 AND VT  
101 844 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*MACHINE REPAIRMEN; \*MECHANICS  
(PROCESS); EQUIPMENT MAINTENANCE;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
ANALYZES THE WORK ACTIVITIES  
INVOLVED IN THE INSTALLATION,  
REPAIR, AND MAINTENANCE OF VARIOUS  
TYPES OF INDUSTRIAL EQUIPMENT AND  
MACHINERY. (AUTHOR/MF)

**VT 101 844**

PLESCIA, GEORGE W., AND OTHERS  
AN ANALYSIS OF THE DRAFTING  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.

INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 284P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 843 AND VT  
101 845 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*DRAFTING; \*DRAFTSMEN; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE DRAFTING OCCUPATION IS ANALYZED IN THIS VOLUME BY DIVIDING IT INTO UNITS OF EMPLOYMENT RATHER THAN TRADE SPECIALISTS. A DRAFTSMAN INTERPRETS THE IDEAS OF THE ENGINEER IN THE FORM OF WORKING PLANS OR DETAILED DRAWINGS. (AUTHOR/MF)

VT 101 845  
KILO, JOSEPH L.  
AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 376P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 844 AND VT

101 846 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO MECHANICS (OCCUPATION); \*DIESEL ENGINES; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION IN THIS VOLUME IS ORGANIZED BY RELATED TASK SYSTEMS FOR THE MAINTENANCE AND REPAIR DUTIES OF A JOURNEYMAN MECHANIC. (AUTHOR/MF)

VT 101 846  
SAMS, HELEN C.; SNYDER, LOIS M.  
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 106P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 845 AND VT  
101 847 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*RECEPTIONISTS; \*OFFICE  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL

ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF A RECEPTIONIST, THE FIRST COMPANY REPRESENTATIVE THE PUBLIC MEETS, ARE ANALYZED IN THIS VOLUME. THE TASKS WILL VARY ACCORDING TO ORGANIZATIONAL STRUCTURE. (AUTHOR/MF)

VT 101 847

WINFREY, PRINCE J.; MORSE, DAVID L.  
AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 134P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 846 AND VT  
101 848 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO PARTS MEN; \*AUTO MECHANICS (OCCUPATION); SUPERVISORS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS

PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF AN AUTOMOTIVE SERVICE ADVISER WORKING IN AN AUTOMOTIVE DEALERSHIP OR INDEPENDENT SERVICE CENTER ARE ANALYZED IN THIS VOLUME. THE WORKER IS PRIMARILY RESPONSIBLE FOR SALES AND SERVICE AND MAY SUPERVISE OTHER SERVICE WORKERS. (AUTHOR/MF)

VT 101 848

FRAZER, WILLIAM C., AND OTHERS  
AN ANALYSIS OF THE BANK TELLER OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 154P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 847 AND VT  
101 849 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*FINANCE OCCUPATIONS; CLERICAL WORKERS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*TELLERS (BANKING)

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED

FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE BANK TELLER OCCUPATION ANALYZED IN THIS VOLUME DETAILS THE DUTIES NECESSARY TO SERVICE BANK CUSTOMERS. WHILE IN A LARGE METROPOLITAN BANK THE MORE SPECIALIZED WORKER MIGHT PERFORM AS FEW AS TWO OF THE DUTIES LISTED, THE TELLER IN A SMALL BANK WOULD PERFORM ALL OF THEM. (AUTHOR/MF)

**VT 101 849**

WYATT, TOM; ULRICH, LARRY  
AN ANALYSIS OF THE CREDIT  
INVESTIGATION OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 66P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 848 AND VT  
101 850 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CREDIT (FINANCE); \*INVESTIGATIONS;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN

THE ACADEMIC AREAS. TASK ANALYSIS  
FOR THE OCCUPATION OF A CREDIT  
INVESTIGATION AGENT IS PRESENTED IN  
THIS VOLUME FROM THE ASPECT OF THE  
CREDIT BUREAU OPERATION.  
(AUTHOR/MF)

**VT 101 850**

HALL, CHARLES W.; EMORY, HAROLD L.  
AN ANALYSIS OF THE MACHINE TRADES  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 252P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 849 AND VT  
101 851 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*MACHINE TOOL OPERATORS;  
\*MACHINISTS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE MACHINE  
TRADES ARE EXAMINED IN THIS VOLUME,  
PRESENTING AN OCCUPATIONAL ANALYSIS  
OF THE TASKS PERFORMED BY A  
BEGINNING MACHINIST. (AUTHOR/MF)

**VT 101 851**

INNIS, GENE A., AND OTHERS  
AN ANALYSIS OF THE LITHOGRAPHIC

# PRINTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 138P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 850 AND VT  
101 852 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PRINTING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*LITHOGRAPHY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. DEVELOPED BY  
TRADESPEOPLE AND TEACHERS WITH  
EXPERIENCE IN PRINTING BUSINESSES,  
THIS VOLUME COVERS A VARIETY OF  
DUTIES AND TASKS ENCOUNTERED IN  
LITHOGRAPHY. (AUTHOR/MF)

## VT 101 852

POMEROY, JAMES W., AND OTHERS  
AN ANALYSIS OF THE TELEVISION AND  
RADIO SERVICE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 226P.; SEE

RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 851 AND VT  
101 853 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TELEVISION REPAIRMEN; \*RADIO  
TECHNOLOGY; ELECTRONIC TECHNICIANS;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; \*TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
ANALYZES TASKS INVOLVED IN THE JOB  
OF THE TELEVISION AND RADIO SERVICE  
TECHNICIAN IN INSTALLING AND  
REPAIRING HOME ELECTRONIC  
ENTERTAINMENT PRODUCTS, INCLUDING  
TELEVISION, RADIOS, PHONOGRAPHS,  
STEREO EQUIPMENT,  
INTERCOMMUNICATION EQUIPMENT, AND  
TAPE RECORDERS. (AUTHOR/MF)

## VT 101 853

SCRUGGS, KENNETH  
AN ANALYSIS OF THE RESIDENTIAL  
REMODELING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 164P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 852 AND VT  
101 854 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
 \*BUILDING TRADES; HOUSING;  
 \*BUILDING IMPROVEMENT; \*JOB SKILLS;  
 \*OCCUPATIONAL INFORMATION; TASK  
 PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE TASK ANALYSIS IN THIS VOLUME IS FOR RESIDENTIAL REMODELING, INCLUDING CARPENTRY, PLUMBING, ELECTRICITY, MASONRY, ROOFING, AND PAINTING. THE STRESS IN THIS OCCUPATION FALLS IN THE AREA OF TROUBLESHOOTING AND MUCH OF THE TRADE CAN BE LEARNED ONLY ON-THE-JOB. (AUTHOR/MF)

VT 101 854

MCGEE, PATRICIA, AND OTHERS  
 AN ANALYSIS OF THE LABORATORY  
 ASSISTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
 INSTRUCTIONAL MATERIALS LAB. (TRADE  
 AND INDUSTRIAL EDUCATION).  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
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 RELATED DOCUMENTS IN THIS ISSUE AS  
 VT 101 823 THRU VT 101 853 AND VT  
 101 855 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
 \*MEDICAL LABORATORY ASSISTANTS;  
 \*LABORATORY TECHNIQUES; \*JOB  
 SKILLS; \*OCCUPATIONAL INFORMATION;  
 TASK PERFORMANCE; EQUIPMENT  
 UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS PERFORMED BY A LABORATORY ASSISTANT WHO PERFORMS TESTS TO DETERMINE THE CHEMICAL AND PHYSICAL CHARACTERISTICS OF MATERIALS, WORKING UNDER THE DIRECTION OF A CHEMIST OR MEDICAL TECHNOLOGIST. (AUTHOR/MF)

VT 101 855

PUCCI, ALEX L.; REICHEL, GEORGE F.  
 AN ANALYSIS OF THE WELDING  
 OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
 INSTRUCTIONAL MATERIALS LAB. (TRADE  
 AND INDUSTRIAL EDUCATION).  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
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 VT 101 823 THRU VT 101 854 AND VT  
 101 856 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
 \*WELDERS; \*WELDING; \*JOB SKILLS;  
 \*OCCUPATIONAL INFORMATION; TASK  
 PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A

STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. AN ANALYSIS OF JOB SKILLS USED BY THE AVERAGE WELDER IS PRESENTED IN THIS VOLUME, INCLUDING BASIC SKILLS IN THE AREAS OF OXY/ACETYLENE, ELECTRIC ARC, TUNGSTEN INERT-GAS ARC, AND METALLIC INERT-GAS ARC WELDING. (AUTHOR/MF)

VT 101 856

CLARK, ANTHONY B., AND OTHERS  
AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
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VT 101 823 THRU VT 101 855 AND VT  
101 857 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*WATER POLLUTION CONTROL; \*WASTE  
DISPOSAL; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED

FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. OCCUPATIONAL JOB ANALYSES FOR WASTEWATER TREATMENT OPERATORS AND MAINTENANCE MECHANICS ARE PRESENTED IN THIS VOLUME, COVERING STEPS AND PROCESSES REQUIRED FOR PRETREATMENT, PRIMARY, AND SECONDARY TREATMENT OF MUNICIPAL WASTEWATERS. (AUTHOR/MF)

VT 101 857

NICHOLS, LOWELL E.  
AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 116P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 856 AND VT  
101 858 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*OFFICE MACHINES; \*MACHINE  
REPAIRMEN; TYPEWRITING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION

MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES TASKS REQUIRED OF A TYPEWRITER SERVICE SPECIALIST, BOTH IN THE CUSTOMER'S OFFICE AND IN THE REPAIR SHOP. (AUTHOR/MF)

VT 101 858

DEARTH, CHARLES E.; NORDVIG, CARL A.

AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 176P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 857 AND VT 101 859 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*ELECTRICIANS; \*ELECTRICAL OCCUPATIONS; HOUSING; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE SKILLS NEEDED TO PERFORM THE DUTIES OF A RESIDENTIAL ELECTRICIAN ARE ANALYZED IN THIS VOLUME. IT DOES NOT COVER THE COMPLETE WORK OF A MASTER ELECTRICIAN, ONLY THE BASIC SKILLS NEEDED TO DO RESIDENTIAL WIRING. (AUTHOR/MF)

VT 101 859

PFLEGHAAR, JOHN A., AND OTHERS  
AN ANALYSIS OF THE  
TELECOMMUNICATIONS OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 106P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 858 AND VT 101 860 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*TELECOMMUNICATION; EQUIPMENT MAINTENANCE; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF THE TELECOMMUNICATIONS JOB CLUSTER, DEFINED AS THE AREA OF TELEPHONES, TWO-WAY RADIO, CABLE TELEVISION, DATA TRANSFER, TELETYPE, FACSIMILE, AND OTHER ALLIED FIELDS, ARE ANALYZED IN THIS VOLUME. (AUTHOR/MF)

VT 101 860

ALTSTADT, RALPH A.  
AN ANALYSIS OF THE TURF SPECIALIST  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.

INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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VT 101 823 THRU VT 101 859 AND VT  
101 861 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*TURF  
MANAGEMENT; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE  
OCCUPATIONAL ANALYSIS IN THIS  
VOLUME COVERS DUTIES OF A TURF  
SPECIALIST INVOLVING PLANTING,  
RAISING, AND CARING FOR SOD AND  
TURF IN PUBLIC OR PRIVATE AREAS.  
(AUTHOR/MF)

VT 101 861  
CHEETWOOD, JOHN E.; CONNELL, JOHN  
R.  
AN ANALYSIS OF THE RETAIL FLORIST  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
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101 862 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*FLORICULTURE; \*RETAILING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. IN THIS VOLUME  
THE RETAIL FLORIST OCCUPATION IS  
ANALYZED. AS THE RETAIL FLORIST IS  
BOTH DESIGNER AND SALESPERSON, THE  
ANALYSIS EMPHASIZES PSYCHOLOGICAL  
FACTORS, I.E., SENSITIVITY TO  
CUSTOMERS' NEEDS. (AUTHOR/MF)

VT 101 862  
HOSKINSON, KAREN; THOMPSON, DORRIS  
R.  
AN ANALYSIS OF THE ADMINISTRATIVE  
ASSISTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 128P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 861 AND VT  
101 863 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*OFFICE MANAGEMENT; ADMINISTRATIVE  
PERSONNEL; CLERICAL OCCUPATIONS;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;

## EQUIPMENT UTILIZATION

**ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE ADMINISTRATIVE ASSISTANT OCCUPATION, THE DUTIES OF WHICH RANGE FROM CLERICAL TO SUPERVISORY. AS THE TITLE IS AMBIGUOUS, THIS ANALYSIS VIEWS THE JOB AS AIDING THE EXECUTIVE IN OFFICE FUNCTIONS. (AUTHOR/MF)**

VT 101 863

LUCAL, KARLE A.  
AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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VT 101 823 THRU VT 101 862 AND VT  
101 864 THRU VT 101 874.

**DESCRIPTORS - \*TASK ANALYSIS;  
\*FLORICULTURE; \*WHOLESALING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION**

**ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A**

**COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE PRINCIPAL JOBS OF A WHOLESALE FLORIST ARE ANALYZED IN THIS VOLUME. (AUTHOR/MF)**

VT 101 864

RIDENER, NORMA A., AND OTHERS  
AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 863 AND VT  
101 865 THRU VT 101 874.

**DESCRIPTORS - \*TASK ANALYSIS;  
\*MEDICAL RECORD TECHNICIANS; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION**

**ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR**

GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASKS OF A MEDICAL RECORDS CLERK ARE ANALYZED IN THIS VOLUME. AS THESE TASKS VARY ACCORDING TO THE TYPE OF EMPLOYMENT, TASK STATEMENTS WERE GENERALIZED TO FIT A WIDE RANGE OF MEDICAL FACILITIES. (AUTHOR/MF)

#### VT 101 865

PEAL, SHARYN; ROSE, VIRGINIA  
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 272P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 864 AND VT  
101 866 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PAYROLL RECORDS; \*CLERICAL  
WORKERS; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. IN THIS VOLUME DUTIES OF A PAYROLL CLERK ARE ANALYZED. TASK ANALYSIS IS BASED ON PAYROLL TASKS DONE BY THE MANUAL

METHOD RATHER THAN BY COMPUTER.  
(AUTHOR/MF)

#### VT 101 866

MURPHY, JUDY K., AND OTHERS  
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 196P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 865 AND VT  
101 867 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TEACHER AIDES; \*SCHOOL AIDES;  
SECONDARY SCHOOLS; CLERICAL  
WORKERS; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS OF THE SECONDARY CLERICAL TEACHER'S AIDE, WHO MAY PERFORM A VARIETY OF CLERICAL DUTIES IN VARIOUS SCHOOL DEPARTMENTS AND OFFICES AS WELL AS ASSIST THE TEACHER WITH NONPROFESSIONAL DUTIES. (AUTHOR/MF)

#### VT 101 867

KNUPKE, LUCILLE M., AND OTHERS  
AN ANALYSIS OF THE WORD PROCESSING

## OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 866 AND VT  
101 868 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*BUSINESS CORRESPONDENCE; \*OFFICE  
OCCUPATIONS; DOCUMENTATION; OFFICE  
MACHINES; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
ANALYZES THE TASKS PERFORMED IN  
WORD PROCESSING BY QUALIFIED  
WORKERS IN ENTRY-LEVEL AND ADVANCED  
POSITIONS. WORD PROCESSING INVOLVES  
HANDLING A WIDE VARIETY OF  
DOCUMENTS AND MACHINES WITHIN AN  
OFFICE TO PRODUCE THE MOST WORK IN  
THE LEAST TIME. (AUTHOR/MF)

VT 101 868

BOHAC, ROBERT D.; VERNON, ROBERT C.  
AN ANALYSIS OF THE AUTOMOBILE SALES  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 232P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 867 AND VT  
101 869 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*SALES OCCUPATIONS; \*MOTOR  
VEHICLES; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
DESCRIBES THE VARIOUS TASKS  
REQUIRED IN THE AUTOMOBILE SALES  
OCCUPATION. (AUTHOR/MF)

VT 101 869

CHRIST, CHRISTOS G.; DELUZIN, JAMES  
B.

AN ANALYSIS OF THE AUTO PARTS  
COUNTERPERSON OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 234P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 868 AND VT  
101 870 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO  
PARTS MEN; \*SALES OCCUPATIONS;

FACILITY INVENTORY; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE OCCUPATIONAL ANALYSIS IN THIS VOLUME APPLIES TO THE AUTO PARTS COUNTERPERSON WHO SELLS AUTO REPLACEMENT PARTS, ACCESSORIES, AND SERVICES TO THE AUTOMOTIVE REPAIR SERVICE INDUSTRIES AND TO RETAIL CUSTOMERS AND WHO IS RESPONSIBLE FOR STOCKING AN ADEQUATE INVENTORY. (AUTHOR/MF)

VT 101 870  
KITZMILLER, CHARLES C., AND OTHERS  
AN ANALYSIS OF THE INDUSTRIAL SALES  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 234P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 869 AND VT  
101 871 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*SALES OCCUPATIONS; \*INDUSTRIAL  
PERSONNEL; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL

ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE INDUSTRIAL SALES OCCUPATION IS ANALYZED IN THIS VOLUME. INDUSTRIAL SALESPERSONS USUALLY SELL MERCHANDISE THAT INDUSTRY WILL USE IN ITS OWN BUSINESS RATHER THAN FOR RESALE AND THESE PERSONS' WORK IS DIFFERENTIATED FROM OTHER TYPES OF SELLING. (AUTHOR/MF)

VT 101 871  
MOORE, GORDON, AND OTHERS  
AN ANALYSIS OF THE INSURANCE SALES  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 238P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 870 AND VT  
101 872 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*INSURANCE OCCUPATIONS; \*SALES  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A

STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE LICENSED INSURANCE SALESPERSON'S DUTIES ARE ANALYZED IN THIS VOLUME WITHOUT SPECIFYING A PARTICULAR KIND OF INSURANCE OR MODE OF EMPLOYMENT, AS THE GENERAL DUTIES ARE THE SAME FOR ALL INSURANCE SALESPERSONS. (AUTHOR/MF)

#### VT 101 872

HARBAGE, MONROE; LECHNER, DONALD L. AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 226P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 871 AND VT 101 873 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*HORTICULTURE; \*AGRICULTURAL MACHINERY; EQUIPMENT MAINTENANCE; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND

SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES TASKS IN THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION. THE AREAS COVERED ALLOW INSTRUCTION IN ANY AREA OF MAINTENANCE OF TOOLS OR EQUIPMENT, WITH TASKS ON IDENTIFYING, MAINTAINING, OVERHAULING, OR TEST OPERATING EQUIPMENT RELATED TO THE HORTICULTURE INDUSTRY. (AUTHOR/MF)

#### VT 101 873

HOWSMON, RONALD L. AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 88P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 872 AND VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*NURSERY WORKERS (HORTICULTURE); \*ORNAMENTAL HORTICULTURE OCCUPATION; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS,

COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASKS OF THE GARDEN CENTER WORKER ARE ANALYZED IN THIS VOLUME. THIS PERSON PERFORMS A VARIETY OF DUTIES RANGING FROM CARING FOR PLANTS AND EQUIPMENT TO MAKING SALES AND MAINTAINING INVENTORY. (AUTHOR/MF)

VT 101 874

STEMPLE, LYNN L.; DILLEY, JOHN E.  
AN ANALYSIS OF THE LANDSCAPING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 568P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 873.

DESCRIPTORS - \*TASK ANALYSIS;  
\*LANDSCAPING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASK ANALYSES IN THE FIELD OF LANDSCAPING ARE PRESENTED IN THIS VOLUME. THE FIELD CONSISTS OF FOUR AREAS: NURSERY WORKER, LANDSCAPE PLANTER, LANDSCAPE MAINTENANCE WORKER, AND LANDSCAPE DESIGNER AND CONSULTANT.

EACH AREA NEEDS THE KNOWLEDGE AND SKILLS OF THE PRECEDING AREA, THUS THE DESIGNER REQUIRES THE MOST ABILITY. (AUTHOR/MF)

VT 101 875

CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 110P.; SEE  
RELATED DOCUMENT (STUDENT HANDBOOK)  
VT 101 630 IN AIM, VOL. 8, NO. 3,  
PAGE 429.

DESCRIPTORS - \*TEACHING GUIDES;  
\*DISTRIBUTIVE EDUCATION;  
\*VOCATIONAL DEVELOPMENT; CAREER  
PLANNING; \*OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHER'S GUIDE IS DESIGNED FOR USE IN AN EXPLORATORY COURSE IN CAREERS IN MARKETING AND DISTRIBUTION. IT COVERS 25 CLUSTERS OF OCCUPATIONS RANGING FROM ADVERTISING APPAREL AND FOOD DISTRIBUTION THROUGH HOME FURNISHINGS AND HOTELS TO TELEVISION, TRANSPORTATION AND WHOLESALING. ALL 25 CAREER INFORMATION UNITS (CIU) ARE CONTAINED IN EACH STUDENT CIU HANDBOOK TO WHICH THIS GUIDE IS KEYED. A SUGGESTED PRESENTATION FOR STUDENT ORIENTATION AND INSTRUMENTS FOR TESTING STUDENT INTERESTS ARE PROVIDED AND REQUIREMENTS FOR STUDENT ACTIVITIES, METHODS OF GRADING, AND RECORD KEEPING ARE SUMMARIZED. THE TEACHER IS SUPPLIED WITH METHODS FOR INVOLVING THE COMMUNITY, FINDING RESOURCE PERSONNEL, AND PROMOTING PUBLIC RELATIONS. AN ORDER FORM FOR THE TEACHER TO OBTAIN THE TEACHING MATERIALS MENTIONED IN THE MANUAL IS INCLUDED. (MU)

VT 101 876

RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.

TENNESSEE STATE DEPT. OF EDUCATION,

NASHVILLE. DIV. OF VOCATIONAL-  
TECHNICAL EDUCATION.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

OEG-0-73-3002

PUB DATE - 08NOV74 254P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*RESEARCH PROJECTS; \*OCCUPATIONAL  
CLUSTERS; \*DEVELOPMENTAL PROGRAMS  
IDENTIFIERS - TENNESSEE

ABSTRACT - THIS DOCUMENT IS  
COMPRISED OF TWO PROJECT FINAL  
REPORTS AND THEIR RESPECTIVE THIRD-  
PARTY EVALUATION REPORTS. THE FIRST  
REPORT DESCRIBES THE SCHOOL PROGRAM  
IN CAREER EDUCATION (SPICE) FOR  
KNOX COUNTY (TENNESSEE) SCHOOLS,  
COVERING THE PERIOD FROM JUNE 15,  
1973 THROUGH SEPTEMBER 14, 1974.  
THE TWO BASIC GOALS WERE CURRICULUM  
CHANGE AND STAFF REORIENTATION.  
APPENDIX A IS THE EVALUATION REPORT  
WHICH RELATES THE SUCCESS OF  
PROJECT SPICE AND RECOMMENDS IT BE  
CONTINUED AND EXPANDED TO OTHER  
SCHOOL SYSTEMS. THE SECOND FINAL  
REPORT COVERS THE PERIOD FROM JUNE  
1973 THROUGH AUGUST 1974 AND  
DESCRIBES PROJECT SPAN WHICH WAS A  
MODEL CAREERS PROGRAM OF THE  
MEMPHIS (TENNESSEE) CITY SCHOOLS.  
THE EVALUATION REPORT IS APPENDIX F  
WHICH DESCRIBES AS HIGHLY  
SUCCESSFUL THE PROJECT SPAN EFFORT  
TO IMPLEMENT A CAREER EDUCATION  
PROGRAM IN SCHOOLS WITH A STUDENT  
POPULATION COMPOSED PREDOMINANTLY  
OF MINORITY RACES AND/OR STUDENTS  
OF LOWER SOCIOECONOMIC STATUS. (LJ)

VT 101 877

COURSE CONTENT AND PROGRAM  
EVALUATION MODEL. FINAL REPORT.

MORaine PARK TECHNICAL INST., FOND  
DU LAC, WIS.

WISCONSIN STATE BOARD OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION, MADISON.; OFFICE OF  
EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUL74 420P.

DESCRIPTORS - \*COURSE CONTENT;

\*PROGRAM EVALUATION; \*MODELS;  
AGRICULTURE; BUSINESS EDUCATION;  
HEALTH OCCUPATIONS; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - WISCONSIN

ABSTRACT - A THOROUGH STUDY OF  
FULL-TIME COURSES AND PROGRAMS  
OFFERED BY THE MORaine PARK  
TECHNICAL INSTITUTE (MPTI) IN THE  
FIVE DEPARTMENTS OF TRADE AND  
INDUSTRY, BUSINESS EDUCATION,  
HEALTH OCCUPATIONS, AGRICULTURE,  
AND GENERAL EDUCATION HAS BEEN  
CONDUCTED. FROM THE 263 PERSONS  
PARTICIPATING IN NOMINAL GROUP  
SESSIONS, 1,021 RESPONSES WERE  
RETRIEVED AND APPROPRIATELY PLACED  
IN ONE OF 32 CATEGORIES WHICH WERE  
DEVELOPED. THE MAJOR CATEGORIES IN  
WHICH RESPONSES HAVE BEEN PLACED  
INCLUDE: REVISIONS OF COURSES -  
CHANGE IN COURSE OBJECTIVES;  
DISTRICT/SCHOOL POLICIES, RULES,  
AND REGULATIONS; SCHEDULING FOR  
STUDENTS; INSTRUCTIONAL EQUIPMENT  
AND MATERIALS, AND ADVISORY  
COMMITTEES. AMONG THE MAJOR  
RECOMMENDATIONS OF THIS REPORT ARE:  
(1) A CONTINUED EVALUATION OF MPTI  
COURSES AND PROGRAMS, (2) INCREASED  
USAGE OF ADVISORY COMMITTEES, (3) A  
BETTER PLACEMENT OF STUDENTS IN  
PROGRAMS THROUGH INCREASED  
COUNSELING AND TESTING, AND (4)  
OBTAINING MORE AND BETTER  
INSTRUCTIONAL EQUIPMENT. (AUTHOR)

VT 101 878

AN EIGHT DISTRICT PLANNING  
CONSORTIUM AND CAREER PREPARATION  
DELIVERY SYSTEM. INTERIM REPORT,  
AUGUST, 1973.

WISCONSIN UNIV., MADISON. CENTER  
FOR STUDIES IN VOCATIONAL AND  
TECHNICAL EDUCATION.

WISCONSIN STATE DEPT. OF PUBLIC  
INSTRUCTION, MADISON.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - AUG73 128P.

DESCRIPTORS - \*CAREER PLANNING;  
\*DELIVERY SYSTEMS; \*CONSORTIA;  
\*COMPREHENSIVE HIGH SCHOOLS;  
\*VOCATIONAL EDUCATION; SURVEYS;  
QUESTIONNAIRES  
IDENTIFIERS - WISCONSIN; OVIS; OHIO

## VOCATIONAL INTEREST SURVEY

**ABSTRACT** - THE ADMINISTRATIVE FUNCTION OF DETERMINING UNMET EDUCATIONAL NEEDS AND LOOKING AHEAD TO PROVIDING FOR THOSE NEEDS IS THE MAJOR CONCERN OF THIS PROJECT. EIGHT HIGH SCHOOL DISTRICTS IN WISCONSIN FORMED A CONSORTIUM TO PLAN FOR PROGRAM DEVELOPMENT TO MEET THE VOCATIONAL EDUCATION NEEDS IN THE AREA. THIS INTERIM REPORT EXPLAINS THE FOLLOWING FACETS OF THE CAREER PREPARATION DELIVERY SYSTEM: THE NEED FOR AND SCOPE OF INVESTIGATION, A LITERATURE REVIEW, THE OHIO VOCATIONAL INTEREST SURVEY, AND A CAREER EDUCATION OPINIONNAIRE; ALTERNATIVES TO THE DELIVERY SYSTEM, AND POSSIBLE ADDITIONAL RESEARCH. APPENDED ARE QUESTIONNAIRES AND SURVEY INFORMATION USED IN THE STUDY. (LJ)

**VT 101 879**

RESEARCH AND DEVELOPMENT IN CAREER EDUCATION. FINAL REPORT.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 30NOV74 204P.

**DESCRIPTORS** - \*CAREER EDUCATION; \*VOCATIONAL EDUCATION; PILOT PROJECTS; \*EDUCATIONAL RESEARCH

**ABSTRACT** - THIS DOCUMENT CONTAINS BOTH THE FINAL REPORT AND THE THIRD PARTY EVALUATION OF THE RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION FOR THE PERIOD JUNE 1973 TO DECEMBER 1974 CONDUCTED IN THE EAST BATON ROUGE (LOUISIANA) PARISH. THE OVERALL GOAL OF THE PROGRAM WAS TO PROVIDE INTEGRATED CAREER EDUCATION ACTIVITIES TO ALL STUDENTS GRADES K-14 SO THAT EVERY STUDENT LEAVING SCHOOL COULD TAKE A JOB, ENTER OR CONTINUE A VOCATIONAL EDUCATION PROGRAM, OR ENTER A BACCALAUREATE PROGRAM. THE FIVE COMPONENTS OF THE PROGRAM WERE GUIDANCE AND COUNSELING, ELEMENTARY, JUNIOR HIGH, GRADES 10-

14, AND PLACEMENT. CONCLUSIONS AND RECOMMENDATIONS ARE FOUND IN THE EVALUATION REPORT (APPENDIX F). ALSO APPENDED ARE THE PROGRAM'S FOLLOW-UP STUDY AND LISTS AND SAMPLES OF PRODUCTS DEVELOPED. (LJ)

**VT 101 880**

HEALTH OCCUPATIONS FOLLOW-UP.

AUBURN UNIV., ALA. DEPT. OF VOCATIONAL AND ADULT EDUCATION. ALABAMA STATE DEPT. OF EDUCATION, MONTGOMERY. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - AUG74 51P.

**DESCRIPTORS** - \*HEALTH OCCUPATIONS EDUCATION; \*SECONDARY SCHOOL STUDENTS; \*FOLLOWUP STUDIES; SURVEYS  
**IDENTIFIERS** - ALABAMA

**ABSTRACT** - THIS REPORT IS THE RESULT OF A STATEWIDE EFFORT IN ALABAMA TO ASSESS THE OUTCOMES OF THE VOCATIONAL EDUCATION PROGRAM IN HEALTH OCCUPATIONS. A SURVEY INSTRUMENT WAS USED TO GATHER DATA FROM 1971-72 HEALTH OCCUPATIONS TERMINEES. THE REPORT IS ORGANIZED AROUND THE FOLLOWING CHAPTERS, GENERAL INFORMATION, BASIC INFORMATION RELATED TO THE VOCATIONAL EDUCATION PROGRAM, BASIC EMPLOYMENT INFORMATION, CONTINUING EDUCATION INFORMATION, AND JOB PLACEMENT INFORMATION. (LJ)

**VT 101 881**

RESEARCH ON APPLICATION OF A SELF-ACTUALIZATION PROCESS IN AN ATTEMPT TO IMPROVE EFFORT AND PERFORMANCE IN SELECTED VOCATIONAL PROGRAMS. FINAL REPORT.

MOUNT SAN JACINTO COLL., GILMAN HOT SPRINGS, CALIF.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. RESEARCH COORDINATING UNIT; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - AUG74 29P.

**DESCRIPTORS** - VOCATIONAL EDUCATION; \*SELF ACTUALIZATION; COMMUNITY

COLLEGES; PERFORMANCE; MOTIVATION;  
\*SELF CONCEPT TESTS  
IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS DOCUMENT DESCRIBES A STUDY TO INVESTIGATE THE EFFECTS OF THE SELF-ACTUALIZATION BY GROUP PROCESS OF MOTIVATIONAL DEVELOPMENT ON THE ORIENTATIONS AND EDUCATIONAL OUTPUT PERFORMANCE OF STUDENTS IN SELECTED VOCATIONAL CLASSES. A PERSONAL ORIENTATION INVENTORY (POI) WAS ADMINISTERED AS A PRETEST TO ALL SUBJECTS. THE EXPERIMENTAL GROUP THEN RECEIVED THE SELF-ACTUALIZATION BY GROUP PROCESS TRAINING AND THE POI WAS AGAIN ADMINISTERED TO ALL SUBJECTS. THE SINGLE SIGNIFICANT FINDING WAS THAT SELF-ACTUALIZATION TRAINING HAD A POSITIVE RELATIONSHIP TO STUDENTS' SELF-ACCEPTANCE (A POSITIVE SELF-CONCEPT). IT WAS RECOMMENDED THAT A LONGITUDINAL STUDY BE DONE TO INCREASE THE CHANCES OF IDENTIFYING MEASURABLE DIFFERENCES, AND THAT AGE BE AMONG THE INDEPENDENT VARIABLES. (LJ)

VT 101 882

CONCEPTS, TOPICS AND OBJECTIVES FOR CONSUMER EDUCATION, K-ADULT.

CALIFORNIA UNIV., DAVIS. DEPT. OF APPLIED BEHAVIORAL SCIENCES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 211P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*RESEARCH PROJECTS; \*COURSE OBJECTIVES  
IDENTIFIERS - CALIFORNIA

ABSTRACT - THE INTENT OF THIS RESEARCH PROJECT WAS THE IDENTIFICATION OF DISCRETE IDEAS, TOPICS OR CONCEPTS APPROPRIATE TO AN INTERDISCIPLINARY PLAN ADDRESSING CONSUMER EDUCATION, AS WELL AS THE IDENTIFICATION OF DEVELOPMENTALLY SEQUENCED PROGRAM OBJECTIVES FOR EACH DISCRETE IDEA, TOPIC OR CONCEPT. FOLLOWING THE INTRODUCTION, PROJECT OVERVIEW AND EVALUATION, AND LITERATURE SEARCH, THE REMAINDER OF THE DOCUMENT IS ORGANIZED AROUND THE SEVEN TOPIC OBJECTIVES: (1) AMERICAN ECONOMIC

SYSTEM, (2) USES OF MONEY, (3) GOODS AND SERVICES, (4) INFLUENCES ON PRODUCERS AND CONSUMERS, (5) CREDIT, (6) RIGHTS AND RESPONSIBILITIES, AND (7) VALUE AND LIFE STYLES. (AUTHOR/LJ)

VT 101 883

JONES, OTHO ELI

A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.

MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE. DIV. OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NOV74 71P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*ATTITUDE TESTS; \*ADMINISTRATOR ATTITUDES; \*TEACHER ATTITUDES;  
COUNSELOR ATTITUDES; \*EDUCATIONAL ATTITUDES  
IDENTIFIERS - MARYLAND; LOCAL EDUCATION AGENCIES

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO INVESTIGATE THE ATTITUDES OF THREE GROUPS OF ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND TOWARD THE CAREER EDUCATION CONCEPT. ASPECTS TO BE DETERMINED INCLUDED THE GROUPS' VIEW OF CAREER EDUCATION AS A FACTOR IN CREATING A UNIFIED SCHOOL SYSTEM, THE SCOPE OF CAREER EDUCATION AND WHAT SHOULD BE INVOLVED IN IT, AND THEIR ATTITUDES TOWARD THE PURPOSES AND IMPLEMENTATION OF CAREER EDUCATION IN MARYLAND. FINDINGS REVEALED NO SIGNIFICANT DIFFERENCES AMONG THE ATTITUDES OF ALL GROUPS CONCERNING THE PURPOSES AND THE CONTENT OF CAREER EDUCATION. RESULTS WERE INCONCLUSIVE AS TO WHETHER ALL EDUCATION SHOULD BE CAREER EDUCATION. ON THE BASIS OF THE FINDINGS, IT WAS CONCLUDED THAT THE SURVEY GROUPS AGREED THAT CAREER EDUCATION COULD UNIFY THE APPROACHES OF VOCATIONAL AND ACADEMIC EDUCATION IN MARYLAND PUBLIC SCHOOLS, THAT ALL GRADE

LEVELS AND DISCIPLINES SHOULD BE INVOLVED, AND THAT THE PHILOSOPHY OF VOCATIONAL EDUCATION SHOULD BE BROADENED TO THE CAREER EDUCATION CONCEPT. THE STUDY WAS LIMITED TO THE 24 LOCAL EDUCATION AGENCIES THAT COMPRISE THE PUBLIC SCHOOLS IN MARYLAND. (MF)

VT 101 884

WALL, JAMES E.; SHILL, JAMES F. MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION. ANNUAL REPORT. FISCAL YEAR 1974.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE. MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JUL74 51P.

DESCRIPTORS - ANNUAL REPORTS; \*RESEARCH COORDINATING UNITS; \*RESEARCH PROJECTS; VOCATIONAL EDUCATION; CAREER EDUCATION; \*PROGRAM DESCRIPTIONS; \*EDUCATIONAL RESEARCH; \*CURRICULUM DEVELOPMENT IDENTIFIERS - MISSISSIPPI

ABSTRACT - THIS REPORT SUMMARIZES THE MAJOR ACTIVITIES OF THE MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION FOR THE PERIOD FROM JULY 1, 1973 THROUGH JUNE 30, 1974. ACTIVITIES DURING THIS PERIOD CONTINUED TO BE FOCUSED ON RESEARCH COORDINATION, IMPLEMENTATION, AND DISSEMINATION. BRIEF DESCRIPTIONS OF THE ONGOING RESEARCH AND DEVELOPMENT AND CURRICULUM DEVELOPMENT PROJECTS AND PUBLICATIONS ARE PRESENTED. (MF)

VT 101 885

COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) REPORT: SYSTEM RELIABILITY STUDY.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 33P.

DESCRIPTORS - \*TESTING; \*TEST RELIABILITY; \*PROGRAM EVALUATION; \*EVALUATION METHODS; \*TEST RESULTS; CORRELATION; EDUCATIONAL ASSESSMENT; VOCATIONAL EDUCATION; COMMUNITY COLLEGES IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS REPORT DEALS WITH THE TESTING OF A "TEST": COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM), CREATED IN 1971 BY THE CHANCELLOR'S OFFICE OF THE CALIFORNIA COMMUNITY COLLEGES. COPEs' FIRST TWO YEARS WERE DEVOTED TO DEVELOPING INSTRUMENTS AND PROCEDURES. THE OBJECTIVES OF THE PRESENT STUDY WERE TO TEST THE STATISTICAL RELIABILITY OF THE COPEs INSTRUMENT AND METHODOLOGY. TESTING WAS ACCOMPLISHED THROUGH SITE VISITS BY TWO SEPARATE TEAMS AT EACH OF FIVE COOPERATING COLLEGES, SEPARATELY CONSIDERING THE SAME INFORMATION AND FOLLOWING THE SAME PROCEDURES. THE TEAMS' INDEPENDENT CONSENSUS RATINGS ON 60 EVALUATION ITEMS WERE THEN COMPARED. CORRELATION COEFFICIENTS WERE FOUND TO BE SIGNIFICANT IN ALL CASES. AT THREE OF THE FIVE COLLEGES VISITED, THE OVERALL MEAN RATINGS OF THE TWO TEAMS WERE VIRTUALLY IDENTICAL. AT THE COLLEGE WHERE THE GREATEST DIFFERENCE OCCURRED, THE MARGIN WAS LESS THAN HALF A POINT ON THE FIVE-POINT SCALE. DETAILS AND ANALYSES OF THE RATINGS ARE GIVEN IN THE REPORT. OTHER COPEs DOCUMENTS ARE AVAILABLE AS VT 100 738--VT 100 744 IN ARM, VOL. 7, NO. 4, AND AS VT 101 886 IN THIS VOLUME. (AUTHOR/MF)

VT 101 886

COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) 1973-74 REPORT.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.

MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 49P.

DESCRIPTORS - ANNUAL REPORTS;

\*COMMUNITY COLLEGES; VOCATIONAL  
EDUCATION; EDUCATIONAL PROGRAMS;  
\*EDUCATIONAL ASSESSMENT; \*SYSTEMS  
APPROACH  
IDENTIFIERS - CALIFORNIA

ABSTRACT - THE YEAR 1973-74 WAS THE  
THIRD YEAR FOR COPEs (COMMUNITY  
COLLEGE OCCUPATIONAL PROGRAMS  
EVALUATION SYSTEM). THREE  
OBJECTIVES WERE SCHEDULED FOR PART  
B OF THE OVERALL PROJECT: (1)  
EVALUATION SERVICES WOULD BE  
PROVIDED TO MORE COLLEGES, (2) MORE  
PERSONS WOULD BE TRAINED TO  
IMPLEMENT THE SYSTEM, AND (3) THERE  
WOULD BE RENEWED CONCENTRATION ON  
IDENTIFYING MAJOR STRENGTHS AND  
WEAKNESSES. ALL OF THESE OBJECTIVES  
WERE ACHIEVED. COPEs HAS  
ESTABLISHED ITSELF AS AN ACCEPTED  
PROCESS FOR EVALUATING OCCUPATIONAL  
EDUCATION PROGRAMS AND SERVICES IN  
CALIFORNIA COMMUNITY COLLEGES AND  
HAS AROUSED INTEREST IN SEVERAL  
OTHER STATES AND IN CANADA.  
REFINEMENTS AND IMPROVEMENTS IN THE  
SYSTEM MADE IN 1973-74 ARE  
DESCRIBED, ALONG WITH OBSERVED  
MAJOR STRENGTHS AND WEAKNESSES.  
APPENDIXES INCLUDE PROJECT  
PERSONNEL, CHRONOLOGY OF MAJOR  
EVENTS, PARTICIPATING COLLEGES,  
GENERAL REACTION TO COPEs, AND  
EVALUATIVE GUIDES AND CRITERIA.  
SEPARATE REPORTS WILL BE PREPARED  
FOR PART C UNDERTAKINGS. OTHER  
COPEs DOCUMENTS ARE AVAILABLE AS VT  
100 738-VT 100 744 IN ARM, VOL. 7,  
NO. 4, AND AS VT 101 885 IN THIS  
VOLUME. (AUTHOR-MF)

VT 101 887

A SURVEY OF ADULT AND CONTINUING  
EDUCATION PROGRAMS IN NEVADA.  
FISCAL YEAR 1973-74.

NEVADA STATE DEPT. OF EDUCATION,  
CARSON CITY.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 35P.

DESCRIPTORS - \*ADULT BASIC  
EDUCATION; \*ADULT VOCATIONAL  
EDUCATION; \*STATE SURVEYS;  
\*EDUCATIONAL PROGRAMS; SECONDARY  
EDUCATION; POSTSECONDARY EDUCATION;  
\*ENROLLMENT

IDENTIFIERS - NEVADA

ABSTRACT - THE ADULT EDUCATION  
SURVEY HAS BEEN A CONTINUING  
SERVICE PROVIDED BY THE NEVADA  
STATE DEPARTMENT OF EDUCATION SINCE  
1954. THE SURVEY IS DEPENDENT ON  
THE COOPERATION OF ALL EDUCATIONAL  
AGENCIES INVOLVED IN ADULT  
EDUCATION. THIS REPORT FOR THE  
1973-74 FISCAL YEAR PRESENTS  
ENROLLMENT FIGURES IN EDUCATIONAL  
PROGRAMS IN ADULT BASIC EDUCATION,  
ADULT OCCUPATIONAL EDUCATION,  
OCCUPATIONAL POSTSECONDARY  
EDUCATION, ADULT HIGH SCHOOL  
DIPLOMA PROGRAMS, MANPOWER  
DEVELOPMENT AND TRAINING, COMMUNITY  
SERVICE, AND CIVIL DEFENSE ADULT  
EDUCATION. IN ADDITION TO VARIOUS  
COUNTY SCHOOL DISTRICTS,  
ENROLLMENTS ARE SHOWN FOR SEVERAL  
COMMUNITY COLLEGES, THE NEVADA  
HIGHWAY DEPARTMENT, AND THE NEVADA  
STATE PRISON. (MF)

VT 101 888

DEVELOPMENT OF FEDERAL LEGISLATION  
MODEL FOR VOCATIONAL EDUCATION.

NATIONAL ASSOCIATION OF STATE  
DIRECTORS OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01JUN74 198P.

DESCRIPTORS - \*EDUCATIONAL  
LEGISLATION; \*FEDERAL LEGISLATION;  
\*VOCATIONAL EDUCATION; \*MODELS;  
\*MANPOWER NEEDS

ABSTRACT - THE MAJOR OBJECTIVE OF  
THIS PROPOSAL WAS TO DESIGN A  
FEDERAL LEGISLATIVE MODEL THAT  
WOULD ALLEVIATE THE PROBLEMS AND  
INADEQUACIES OF CURRENT  
LEGISLATION. THE MODEL LAW WAS  
INTENDED TO CONSOLIDATE FEDERAL  
PROGRAMS AND TO FILL GAPS IN JOB  
TRAINING AND JOB PLACEMENT.  
APPENDED TO THE MODEL LAW IS A BILL  
(H.R. 17304) TO EXTEND AND AMEND  
THE VOCATIONAL EDUCATION ACT OF  
1963. (AUTHOR/LJ)

VT 101 889

LEE, ARTHUR M.  
LEARNING A LIVING ACROSS THE  
NATION. VOLUME III. PROJECT

47

BASLINE, THIRD NATIONAL REPORT.  
 BASELINE YEAR: 1972-73 (FISCAL YEAR  
 1973). PART 1: NARRATIVE REPORT.  
 PART 2: STATISTICAL ALMANAC.

NORTHERN ARIZONA UNIV., FLAGSTAFF.  
 NATIONAL ADVISORY COUNCIL ON  
 VOCATIONAL EDUCATION, WASHINGTON,  
 D.C.; OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - NOV74 316P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*MANPOWER DEVELOPMENT;  
 \*STATISTICAL DATA; TABLES (DATA);  
 PUBLIC POLICY; \*NATIONAL SURVEYS;  
 TRAINING; \*FEDERAL LEGISLATION  
 IDENTIFIERS - PROJECT BASELINE

ABSTRACT - THIS STUDY IS AN EFFORT  
 TO FIND OUT WHAT IS HAPPENING  
 THROUGHOUT THE NATION UNDER FOUR  
 FEDERAL ASSISTANCE PROGRAMS, THE  
 MANPOWER DEVELOPMENT AND TRAINING  
 ACT OF 1962, THE VOCATIONAL  
 EDUCATION ACT OF 1963, THE ECONOMIC  
 OPPORTUNITY ACT OF 1964, AND THE  
 VOCATIONAL AMENDMENTS OF 1968. PART  
 1 OF THE REPORT WHICH COVERS THE  
 1972-73 SCHOOL YEAR CONTAINS THE  
 NARRATIVE DESCRIPTION OF  
 ENROLLMENTS, COSTS, AND OTHER  
 DETAIL. THE FIRST CHAPTER PROVIDES  
 A SUMMARY OF THE REPORT INCLUDING  
 SIGNIFICANT FINDINGS, POLICY  
 IMPLICATIONS, AND RECOMMENDATIONS.  
 CHAPTERS II, III, AND IV, DISCUSS  
 THREE YEARS OF VOCATIONAL  
 EDUCATION, MANPOWER TRAINING, AND  
 STATE AND FEDERAL REPORTING,  
 RESPECTIVELY. REPORTING FOR THE  
 THIRD YEAR, IT WAS POSSIBLE TO SEE  
 INDICATIONS OF TRENDS WHICH RELATE  
 TO THE ORIGINAL PURPOSES OF THE  
 LEGISLATION. PART 2 CONTAINS THE  
 STATISTICAL TABLES UPON WHICH PART  
 1 WAS BASED. (AUTHOR/LJ)

VT 101 890  
 CAREER EDUCATION. A GUIDE TO THE  
 1972-1973 PILOT PROJECT.

FAST PROVIDENCE SCHOOL DEPT., R. I.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 46P.

DESCRIPTORS - \*CAREER EDUCATION;

\*PILOT PROJECTS; \*CONCEPTUAL  
 SCHEMES  
 IDENTIFIERS - RHODE ISLAND

ABSTRACT - THIS BROCHURE IS AN  
 ATTEMPT TO EXPLAIN BOTH THE CONCEPT  
 OF CAREER EDUCATION AND THE PILOT  
 PROJECT CONDUCTED IN FIVE EAST  
 PROVIDENCE (RHODE ISLAND) SCHOOLS.  
 THE DOCUMENT IS ORGANIZED AROUND  
 THE FOLLOWING MAIN HEADINGS: (1)  
 THE NEED FOR A NEW CAREER EDUCATION  
 CONCEPT, (2) THE GOALS OF CAREER  
 EDUCATION, (3) THE CHANGING ROLE OF  
 THE TEACHER, (4) THE CHANGING  
 TECHNIQUES OF INSTRUCTION, (5) THE  
 ELEMENTARY COMPONENT, (6)  
 INDIVIDUALIZATION, AND (7) THE  
 SECONDARY COMPONENT. APPENDED ARE A  
 LIST OF AUDIOVISUAL MATERIALS AND  
 SAMPLE COMMUNITY RESOURCES. (LJ)

VT 101 891

MYERS, WILLIAM E.  
 TRAINING AND TECHNOLOGY. A SYSTEMS  
 APPROACH FOR INDUSTRIAL TRAINING.

OAK RIDGE ASSOCIATED UNIVERSITIES,  
 TENN.  
 ATOMIC ENERGY COMMISSION, OAK  
 RIDGE, TENN.; MANPOWER  
 ADMINISTRATION (DOL), WASHINGTON,  
 D.C. OFFICE OF RESEARCH AND  
 DEVELOPMENT.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - AUG73 29P.

DESCRIPTORS - SYSTEMS CONCEPTS;  
 \*PUBLIC POLICY; \*MANPOWER NEEDS;  
 MANPOWER DEVELOPMENT; \*TECHNICAL  
 EDUCATION; \*INDUSTRIAL TRAINING;  
 INDUSTRIAL TECHNOLOGY; MODELS;  
 CONCEPTUAL SCHEMES; PROGRAM  
 ADMINISTRATION; JOB PLACEMENT;  
 RECRUITMENT; SELECTION

ABSTRACT - THIS DOCUMENT IS  
 INTENDED TO PROVIDE AN  
 UNDERSTANDING OF HOW THE TRAINING  
 AND TECHNOLOGY (TAT) INDUSTRIAL  
 SKILL AND TECHNICAL TRAINING (ISTT)  
 PROGRAM ACCOMPLISHES ITS WORK. IT  
 DESCRIBES THE BASIC RELATIONSHIPS  
 BETWEEN VARIOUS TRAINING COMPONENTS  
 AND LINKS THESE RELATIONSHIPS TO  
 CERTAIN ASPECTS OF PROGRAM  
 STRUCTURE AND ORGANIZATION. THE TAT  
 ISTT PROGRAM OPERATIONS ARE

PRESENTED WITHIN THE CONCEPTUAL FRAMEWORK OF AN INPUT-CONVERSION-OUTPUT SYSTEM, THE SYSTEMS MODEL THAT UNDERLIES INDUSTRIAL PRODUCTION. THIS MONOGRAPH IS DIVIDED INTO CHAPTERS CORRESPONDING TO EACH OF THE FUNCTIONS OF SUCH A SYSTEM: (1) THE INTAKE PROCESS, (2) THE TRAINING PROCESS, (3) THE PROCESS OF PLACEMENT, AND (4) PROGRAM ADMINISTRATION. THE CONCLUDING CHAPTER PRESENTS IMPLICATIONS FOR MANPOWER POLICY. (AUTHOR/LJ)

#### VT 101 892

CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.

PUERTO RICO STATE DEPT. OF EDUCATION, HATO REY.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN74 67P.

DESCRIPTORS - \*DEVELOPMENTAL PROGRAMS; \*SEQUENTIAL APPROACH;  
\*VOCATIONAL EDUCATION; \*SPANISH SPEAKING; SELF CONCEPT  
IDENTIFIERS - CAREER ORIENTATION;  
PUERTO RICO

ABSTRACT - THIS REPORT COVERS THE THIRD YEAR OF PROJECT OPERATION FROM MARCH 1973 TO JULY 1974. THE PROJECT WAS DESIGNED TO INVOLVE STUDENTS IN A SERIES OF VOCATIONAL EDUCATION EXPERIENCES AND TO EXPAND THE STUDENTS' SELF AWARENESS TO AN OCCUPATIONAL STRUCTURE STARTING AT THE ELEMENTARY LEVEL. INCLUDED WITHIN THE REPORT IS THE EVALUATION REPORT DESCRIBING A FILM PRODUCED AT THE CAROLINA SCHOOL DISTRICT, PUERTO RICO, "ALGO MAS QUE UN CONCEPTO" WHICH PRESENTS THE CONCEPT OF CAREER EDUCATION AS IT HAS BEEN DEVELOPED AT CAROLINA. EXTENSIVE APPENDICES INCLUDE INSTRUMENTS USED DURING THIS STUDY. (AUTHOR/LJ)

#### VT 101 893

EVALUATION OF PSYCHOLOGY OF HUMAN RELATIONS. FINAL REPORT.

MORaine PARK TECHNICAL INST., FOND DU LAC, WIS.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL73 112P.

DESCRIPTORS - \*COURSE EVALUATION;  
\*SOCIAL PSYCHOLOGY; \*TECHNICAL INSTITUTES; VALIDITY; \*HUMAN RELATIONS UNITS  
IDENTIFIERS - WISCONSIN

ABSTRACT - THIS DOCUMENT DESCRIBES A STUDY TO EVALUATE AN EXISTING COURSE IN HUMAN RELATIONS AT THE MORaine PARK TECHNICAL INSTITUTE, AND THE DEVELOPMENT OF A PROPOSED COURSE IN HUMAN RELATIONS FOR THE TECHNICAL INSTITUTE. PART I, THE EVALUATION OF THE EXISTING HUMAN RELATIONS COURSE, BEGAN BY AN EXAMINATION OF THE COURSE DESCRIPTIONS FOR HUMAN RELATIONS AS PRESENTLY TAUGHT BY 17 DIFFERENT TECHNICAL INSTITUTES IN WISCONSIN. MAJOR TOPICS AND SUBTOPICS INCORPORATING THE CONTENTS OF ALL SUCH COURSE DESCRIPTIONS WERE COMBINED INTO A QUESTIONNAIRE, AND EXPECTED PERFORMANCE OBJECTIVES FOR THE SAME CONTENT WERE INCLUDED IN A SECOND QUESTIONNAIRE. FOUR GROUPS WERE ASKED TO RESPOND TO THE QUESTIONNAIRES: (1) STUDENTS WHO TOOK THE COURSE IN HUMAN RELATIONS, (2) FACULTY WHO TAUGHT THE COURSE IN HUMAN RELATIONS, (3) EMPLOYERS WHO HIRED STUDENTS FROM THE RESPECTIVE TECHNICAL INSTITUTE, AND (4) SELECT GRADUATE STUDENTS OF A MAJOR UNIVERSITY. THE PROPOSED COURSE (PART II) CONTAINED EIGHT 2-WEEK MODULES WITH TITLES AS FOLLOWS: (1) SOCIAL CLIMATE, (2) SCIENTIFIC PROCESS OF DECISION MAKING, (3) INTERPERSONAL ATTRACTION, (4) INTERPERSONAL REJECTION, (5) CONFRONTATION AND CRISIS, (6) GROUP PROCESS AND BALANCING, (7) DISADVANTAGED, AND (8) WORLD PROBLEMS. APPENDED ARE REFERENCES, THE FEDERAL GRANT PROPOSAL, COURSE DESCRIPTIONS, COPIES OF THE QUESTIONNAIRE, AND

RESULTS OF THE DATA COLLECTION.  
(AUTHOR/LJ)

VT 101 894

MCCALEB, OMER K.

PROJECT VIGOR: VOCATIONAL CLUSTER  
EDUCATION, INTEGRATED AND  
ARTICULATED GRADES 1-14 WITH  
GUIDANCE SERVICES, OCCUPATIONAL  
EXPLORATION AND WORK EXPERIENCE  
RELEVANT TO GENERAL EDUCATION.  
THIRD INTERIM REPORT, APRIL 2,  
1973.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-70-5187(361)  
PUB DATE - 02APR73 60P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INTEGRATED CURRICULUM; \*CAREER  
PLANNING; \*PROGRAM DESCRIPTIONS;  
VOCATIONAL DEVELOPMENT; PRIMARY  
GRADES; SECONDARY GRADES;  
POSTSECONDARY EDUCATION  
IDENTIFIERS - PROJECT VIGOR;  
PORTLAND; OREGON; DAVID DOUGLAS  
SCHOOL SYSTEM

ABSTRACT - COVERING THE TIME PERIOD  
FROM JULY 1, 1972 TO APRIL 2, 1973  
THIS INTERIM REPORT DESCRIBES THE  
GOALS, PROCEEDINGS, RESULTS, AND  
CONCLUSIONS OF THE 1972-1973  
ACADEMIC YEAR IN PROJECT VIGOR, A  
PROGRAM INTRODUCING CAREER  
EDUCATION INTO THE DAVID DOUGLAS  
SCHOOL SYSTEM IN PORTLAND, OREGON.  
GOALS ARE DEFINED SEPARATELY FOR  
PRIMARY, INTERMEDIATE, MIDDLE,  
JUNIOR HIGH, SENIOR HIGH, AND  
POSTSECONDARY SCHOOLS. MAJOR  
EMPHASIS FOR CURRICULUM CHANGE WAS  
THE ORGANIZATION OF ELEMENTARY  
SCHOOLS INTO TWO AREAS, THE  
OCCUPATIONAL EXPLORATION PROGRAM IN  
GRADE 9, AND THE CAREER EDUCATION  
TEACHER WORKSHOPS. RESULTS ARE MOST  
VISIBLE IN STUDENT ATTITUDES IN  
POSTSECONDARY PROGRAMS. (AUTHOR/MU)

VT 101 895

MARYLAND CAREER DEVELOPMENT PROJECT  
(K-ADULT). INTERIM REPORT.

SEPTEMBER 1972.

MARYLAND STATE DEPT. OF EDUCATION,  
BALTIMORE.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-70-5186(361)  
PUB DATE - SEP72 249P.

DESCRIPTORS - \*DEVELOPMENTAL  
PROGRAMS; \*CAREER EDUCATION;  
\*VOCATIONAL DEVELOPMENT; \*PROGRAM  
DESCRIPTIONS; \*PROGRAM EVALUATION  
IDENTIFIERS - MARYLAND CAREER  
DEVELOPMENT PROJECT

ABSTRACT - THE INITIAL PORTION OF  
THIS DOCUMENT CONSISTS OF TWO  
SECTIONS. FIRST, THERE IS AN  
INTERIM REPORT OF PROJECT  
ACTIVITIES THROUGH THE FIRST TWO  
YEARS OF THE PROJECT. SECOND IS A  
STATEMENT OF PROGRAM OBJECTIVES, A  
TIMETABLE, AND A BUDGET FOR THE  
THIRD YEAR (FISCAL YEAR 1973) OF  
OPERATION. ALSO INCLUDED ARE THE  
FOLLOWING MATERIALS: (1)  
INFORMATION ABOUT THE SECONDARY  
COMPONENT OF THE PROJECT, (2) A  
DESCRIPTION OF PROJECT VIEW, VITAL  
INFORMATION FOR EDUCATION AND WORK,  
(3) INFORMATION ABOUT THE  
ELEMENTARY COMPONENT OF THE  
PROJECT, (4) SAMPLE UNITS GIVEN TO  
TEACHERS FOR BACKGROUND  
INFORMATION, (5) THE FIRST  
QUARTERLY PROGRESS REPORT OF THE  
THIRD YEAR EVALUATION PLAN DATED  
DECEMBER 1972, (6) A DESCRIPTION OF  
PROJECT GO, GROWING OPPORTUNITIES,  
AND (7) AN ARTICLE ENTITLED  
"CHOOSING A CAREER." (LJ)

VT 101 896

DUNN, CAROLYN M.

COMPUTER SERVICES SYSTEMS  
DEVELOPMENT TO COORDINATE MANPOWER  
NEEDS WITH OCCUPATIONAL TRAINING  
PROGRAMS. OCCUPATIONAL EDUCATION  
RESEARCH PROJECT FINAL REPORT.

LENOIR COMMUNITY COLL., KINSTON,  
N.C.

NORTH CAROLINA STATE DEPT. OF  
PUBLIC INSTRUCTION, RALEIGH.  
OCCUPATIONAL RESEARCH UNIT.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 30JUN73 156P.

DESCRIPTORS - \*INFORMATION SYSTEMS;  
\*MANPOWER NEEDS; \*COMPUTER  
PROGRAMS; \*TECHNICAL EDUCATION;  
\*EDUCATIONAL NEEDS; MANUALS;  
COMMUNITY COLLEGES  
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - TO COORDINATE THE  
COMMUNITY COLLEGE TRAINING PROGRAMS  
WITH MANPOWER NEEDS IN NORTH  
CAROLINA THIS PROJECT DEVELOPED A  
SUPPORTIVE INSTRUMENT, A COMPUTER  
PROCESSING SYSTEM WHICH COULD BE  
USED AT EACH COMMUNITY COLLEGE TO  
IMPLEMENT THE MODEL INFORMATION  
SYSTEM AT THE INSTITUTION. THE  
MANUAL IS DESIGNED TO PROVIDE  
SPECIFIC STEPS TO BE FOLLOWED BY  
INDIVIDUAL COMMUNITY COLLEGES IN  
USING THE SYSTEM. EIGHT COMPUTER  
PROGRAMS THAT WILL PRINT MANY OF  
THE REPORTS NEEDED BY THE  
INSTITUTION IN PLANNING OBJECTIVES  
TO MEET THE SKILLED MANPOWER NEEDS  
OF THE COMMUNITY ARE EXPLAINED IN  
DETAIL WITH FLOW CHARTS AND SOURCE  
LISTINGS FOR EACH PROGRAM. THE  
APPENDIX CONTAINS THREE SURVEY  
INSTRUMENTS, OCCUPATION CODES,  
FORMULAS FOR CALCULATING  
REPLACEMENT RATES, AND REPLACEMENT  
RATES FOR THE VARIOUS OCCUPATIONS.  
(AUTHOR/MU)

VT 101 897

SUMPTER, GARY D.; HILL, SHERRY G.  
A COMPREHENSIVE PLAN FOR THE  
DEVELOPMENT OF VOCATIONAL EDUCATION  
IN BOONE COUNTY, WEST VIRGINIA.  
FINAL REPORT.

BOONE COUNTY BOARD OF EDUCATION,  
MADISON, W. VA.  
WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 30JUN73 187P.

DESCRIPTORS - \*EDUCATIONAL  
PLANNING; \*VOCATIONAL EDUCATION;  
\*CURRICULUM DEVELOPMENT;  
\*PERFORMANCE BASED EDUCATION;  
\*COMMUNITY INVOLVEMENT; EMPLOYMENT  
POTENTIAL; SURVEYS

IDENTIFIERS - \*BOONE COUNTY; WEST  
VIRGINIA

ABSTRACT - THE PURPOSE OF THIS  
PROJECT WAS TO DEVELOP A PLAN FOR  
IMPROVING VOCATIONAL EDUCATION ON  
BOONE COUNTY, WEST VIRGINIA. THE  
DEVELOPMENT PROVIDED FOR A LABOR  
MARKET ANALYSIS, A PLAN FOR  
COMMUNITY AND EMPLOYER  
COORDINATION, A PLAN FOR CURRICULUM  
DEVELOPMENT, A STAFF DEVELOPMENT  
PLAN, ASSISTANCE IN FACILITY  
DESIGN, AND A PLAN FOR CAREER  
PLANNING AND PLACEMENT COUNSELING.  
CONTENTS OF THESE PHASES ARE  
PRESENTED IN THE APPENDIX OF THIS  
REPORT. THE PLAN CALLS FOR THE  
DEVELOPMENT AND IMPLEMENTATION OF A  
COMPETENCY BASED, SPIRAL CURRICULUM  
WHICH IS FLEXIBLE, MEASURABLE,  
SELF-PACED, AND INDIVIDUALIZED.  
EVALUATION OF THE PROJECT INDICATED  
THAT THE MOST APPARENT ACHIEVEMENT  
WAS THE TOTAL INVOLVEMENT AND  
COMMITMENT ON THE PART OF  
EDUCATORS, BUSINESS AND INDUSTRY,  
CIVIC LEADERS, TOTAL COUNTY  
POPULATION, PARENTS, AND STUDENTS.  
CONTINUATION OF FUNDING AND  
DEVELOPMENT ARE NEEDED TO IMPLEMENT  
THE FACILITY AND CURRICULUM DESIGN.  
STAFF MUST BE ORIENTED TO BEING A  
FACILITATOR OF KNOWLEDGE RATHER  
THAN THE FAMILIAR ROLE OF DISPENSER  
OF KNOWLEDGE FOR THE PLANNING TO  
BECOME A REALITY. (AUTHOR/MF)

VT 101 898

BOWER, GEORGE L., AND OTHERS  
A CONCURRENT VALIDITY STUDY  
RELATING THE ARMED SERVICES  
VOCATIONAL APTITUDE BATTERY TO  
SUCCESS IN HIGH SCHOOL VOCATIONAL-  
TECHNICAL COURSES. AN ABSTRACT.

ARMED FORCES VOCATIONAL TESTING  
GROUP, RANDOLPH AFB, TEX.  
MF AVAILABLE IN VT-ERIC SET.  
TECH-RES-NOTE-74-4  
PUB DATE - JAN75 14P.

DESCRIPTORS - \*VOCATIONAL APTITUDE;  
MILITARY PERSONNEL; \*APTITUDE  
TESTS; \*TEST VALIDITY; \*PREDICTIVE  
VALIDITY; SUCCESS FACTORS;  
VOCATIONAL EDUCATION; \*HIGH SCHOOL  
STUDENTS

IDENTIFIERS - \*ARMED SERVICES  
OCATIONAL APTITUDE BATTERY; ASVAB

ABSTRACT - THIS STUDY EXAMINED THE  
VALIDITY OF SPECIFIC ARMED SERVICES  
OCATIONAL APTITUDE BATTERY (ASVAB)  
COMPOSITES FOR A SAMPLE OF 6,130  
STUDENTS IN 25 HIGH SCHOOLS  
OFFERING VOCATIONAL-TECHNICAL  
CURRICULA. FOR 28 OF THE 50 COURSES  
STUDIED, COMPRISING 85 PERCENT OF  
THE SAMPLE, THE BATTERY DID PREDICT  
COURSE SUCCESS. THE PREDICTIVE  
ABILITY OF THE ASVAB WAS NOT  
DEMONSTRATED FOR 22 COURSES,  
REPRESENTING ONLY 15 PERCENT OF THE  
OVERALL SAMPLE. RESULTS OF THE  
STUDY EMPHASIZE THE HEURISTIC VALUE  
OF SEPARATING ABILITIES INTO  
SUBCATEGORIES REFLECTIVE OF DIVERSE  
DEMANDS. THIS TECHNICAL RESEARCH  
NOTE IS AN ABSTRACT OF A MORE  
COMPREHENSIVE TREATMENT OF THE  
DATA, CONTAINED IN TECHNICAL  
RESEARCH REPORT 74-5 (JANUARY  
1975). (MF)

VT 101 899  
ABSTRACTS OF COMPLETED 1973-74  
RESEARCH - EXEMPLARY PROJECTS.

OREGON STATE DEPT. OF EDUCATION,  
SALEM.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 42P.

DESCRIPTORS - \*ABSTRACTS;  
\*DEVELOPMENTAL PROGRAMS; \*RESEARCH  
PROJECTS; \*CAREER EDUCATION  
IDENTIFIERS - OREGON STATE  
DEPARTMENT OF EDUCATION; CAREER  
AWARENESS; CAREER PREPARATION;  
CAREER EXPLORATION

ABSTRACT - THIS DOCUMENT CONTAINS  
ABSTRACTS TAKEN FROM THE FINAL  
REPORTS OF OREGON RESEARCH AND  
EXEMPLARY PROJECTS FUNDED UNDER THE  
VOCATIONAL EDUCATION AMENDMENTS OF  
1974, PARTS C AND D, DURING THE  
1973-74 YEAR. THE ABSTRACTS INCLUDE  
THOSE FUNDED THROUGH STATE  
ADMINISTERED AND ALLOCATED MONIES  
AS WELL AS THOSE OPERATING UNDER  
DIRECT FEDERAL GRANTS. THE  
ABSTRACTS HAVE BEEN REPRODUCED

DIRECTLY FROM PROJECT FINAL  
REPORTS, WITH ONLY MINOR EDITING,  
IN ORDER TO MAINTAIN THE INTENT  
DESIRED BY THE ORIGINAL WRITER. THE  
CONTENT OF THE DOCUMENT IS DIVIDED  
INTO THE MAIN HEADINGS OF CAREER  
AWARENESS, CAREER EXPLORATORY,  
PREPARATION, AND SPECIALIZATION.  
(AUTHOR/LJ)

VT 101 900  
JAHODA, JOHN J.  
THE NINTH GRADE CAREER EXPERIENCE:  
A MODEL FOR SECONDARY COUNSELORS  
AND ADMINISTRATORS.

ADMIRAL PEARY AREA VOCATIONAL-  
TECHNICAL SCHOOL, EBENSBURG, PA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-73-5272  
PUB DATE - 20JAN75 13P.

DESCRIPTORS - \*GRADE 9; \*CAREER  
EDUCATION; \*DEVELOPMENTAL PROGRAMS;  
\*SECONDARY SCHOOL COUNSELORS; \*WORK  
EXPERIENCE; MODELS  
IDENTIFIERS - PENNSYLVANIA

ABSTRACT - THIS BOOKLET SERVES AS  
AN ABSTRACT OF A MORE DETAILED  
FIRST YEAR PILOT STUDY SOON TO BE  
AVAILABLE. IT IS PRESENTED AS AN  
EXPLANATION OF A WORKING CAREER  
EXPERIENCE MODEL FOR GRADE 9  
STUDENTS. IT SUMMARIZES ONE  
SCHOOL'S APPROACH TO IMPLEMENTING  
CAREER EDUCATION CONCEPTS AND IS  
INTENDED AS A GENERAL GUIDE WHICH  
MAY BE MODIFIED TO MEET THE NEEDS  
OF STUDENTS. APPENDED ARE FORMS  
USED IN CARRYING OUT THE PROGRAM.  
(AUTHOR/LJ)

VT 101 901  
A HANDBOOK FOR COOPERATIVE  
EDUCATION STUDENTS.

BREVARD COMMUNITY COLL., COCOA,  
FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 26P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*COMMUNITY COLLEGES;  
\*PROGRAM GUIDES  
IDENTIFIERS - FLORIDA; BREVARD

## COMMUNITY COLLEGE

ABSTRACT - WHILE THE INFORMATION IN THIS HANDBOOK IS AIMED PRIMARILY AT INFORMING THE STUDENT, IT IS INTENDED TO SERVE AS A CONTINUING GUIDE TO THE THREE PARTNERS OF COOPERATIVE EDUCATION--STUDENTS, EMPLOYERS, AND THE COLLEGE. THE CONTENTS INCLUDE DESCRIPTIONS OF COOPERATIVE EDUCATION IN GENERAL, THE SPECIFIC COOPERATIVE EDUCATION PROGRAM AT BREVARD COMMUNITY COLLEGE, THE COOPERATIVE TRAINING ASSIGNMENT, AND COOPERATIVE EDUCATION POLICIES AS WELL AS HINTS TO STUDENTS. APPENDED ARE APPLICATION AND ASSIGNMENT FORMS USED IN THE PROGRAM. (AUTHOR/LJ)

VT 101 902

COSTS OF EDUCATIONAL ACCOUNTABILITY  
- A MARYLAND EXPLORATORY STUDY.

COOPERATIVE ACCOUNTABILITY PROJECT,  
DENVER, COLO.; MARYLAND STATE DEPT.  
OF EDUCATION, BALTIMORE.; MARYLAND  
UNIV., COLLEGE PARK. BUREAU OF  
EDUCATIONAL RESEARCH AND FIELD  
SERVICES.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
BULL-5245

STATE EDUCATIONAL ACCOUNTABILITY  
REPOSITORY (SEAR), WISCONSIN DEPT.  
OF PUBLIC INSTRUCTION, 126 LANGDON  
ST., MADISON, WISCONSIN 53702  
PUB DATE - NOV74 64P.

DESCRIPTORS - \*EDUCATIONAL  
ACCOUNTABILITY; \*RESEARCH; \*COSTS;  
STATE SURVEYS  
IDENTIFIERS - MARYLAND; COOPERATIVE  
ACCOUNTABILITY PROJECT

ABSTRACT - THIS DOCUMENT REPORTS  
THE RESULTS OF AN EXPLORATORY STUDY  
OF THE COST-PRICING OF EDUCATIONAL  
ACCOUNTABILITY COMPONENTS WITHIN  
THE FRAMEWORK OF THE MARYLAND  
SCHOOL SYSTEM. THE FOUR EDUCATIONAL  
ACCOUNTABILITY COMPONENTS WHICH  
WERE IDENTIFIED FROM THE MARYLAND  
EDUCATIONAL ACCOUNTABILITY ACT  
INCLUDE GOAL DEVELOPMENT AND  
IMPLEMENTATION, OBJECTIVE  
DEVELOPMENT AND IMPLEMENTATION,

STATUS SURVEY OF STUDENT  
ACHIEVEMENT, AND PROGRAM  
DEVELOPMENT. BASED ON THESE  
COMPONENTS, A SURVEY INSTRUMENT  
INCLUDED IN CHAPTER II WAS  
CONSTRUCTED TO OBTAIN INFORMATION  
FROM LOCAL SCHOOL SYSTEMS ABOUT THE  
COSTS INVOLVED IN ACTUALLY  
PROVIDING INFORMATION TO DECISION  
MAKERS. THE EXPLORATORY STUDY DID  
NOT PROVIDE A DEFINITIVE STATEMENT  
WITH RESPECT TO THE COSTS OF PUBLIC  
EDUCATIONAL ACCOUNTABILITY. RATHER,  
THE STUDY WAS CONCEIVED AND  
UNDERTAKEN IN AN ATTEMPT TO  
ESTABLISH A SOLID FOUNDATION OF  
COSTS ASSOCIATED WITH THE  
IMPLEMENTATION OF ACCOUNTABILITY  
SYSTEMS. APPENDED ARE CHECKLISTS  
FOR PLANNING, IMPLEMENTING, AND  
EVALUATING EDUCATIONAL COMPONENTS  
COSTS OF ACCOUNTABILITY PROGRAM  
ACTIVITIES. (AUTHOR/LJ)

VT 101 903

LINGER, ALBERT H.; DAVIDSON,  
KENNETH T.

IMPROVING EFFECTIVENESS OF MULTI-  
COUNTY AREA VOCATIONAL PROGRAMS  
THROUGH THE PROVISION OF IMPROVED  
JOB PLACEMENT SERVICES. EXEMPLARY  
PROJECT. FINAL REPORT.

UPSHUR COUNTY BOARD OF EDUCATION,  
BUCKHANNO, W. VA.; TRI-COUNTY  
VOCATIONAL-TECHNICAL CENTER,  
BUCKHANNO, W. VA.  
WEST VIRGINIA STATE BOARD OF  
EDUCATION, CHARLESTON. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN75 40P.

DESCRIPTORS - \*DEVELOPMENTAL  
PROGRAMS; \*JOB PLACEMENT;  
\*VOCATIONAL EDUCATION; \*AREA  
VOCATIONAL SCHOOLS  
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - THE PROJECT WAS DESIGNED  
TO PROVIDE JOB PLACEMENT SERVICES  
FOR STUDENTS ENROLLED IN A MULTI-  
COUNTY AREA VOCATIONAL SCHOOL. A  
PLACEMENT COORDINATOR WAS  
RESPONSIBLE FOR IMPLEMENTING THE  
AREA JOB PLACEMENT PROGRAM.  
INCLUDED IN THE DOCUMENT ARE  
DESCRIPTIONS OF THE PROBLEM AREA,

THE PROJECT GOALS AND OBJECTIVES, THE GENERAL PROJECT DESIGN, RESULTS AND ACCOMPLISHMENTS OF THE PROJECT, EVALUATION OF THE PROJECT AND PROJECT RESULTS, IMPLICATIONS, AND RECOMMENDATIONS. LISTED UNDER RESULTS AND ACCOMPLISHMENTS ARE PROBLEMS ENCOUNTERED DURING THE PROJECT. ONE SUCH PROBLEM WAS THE RELOCATION OF GRADUATES OUTSIDE THE GEOGRAPHICAL AREA IN WHICH THEY GREW UP IF JOBS CLOSE TO HOME WERE NOT AVAILABLE. OF THOSE WHO HAD BEEN RELOCATED, MOST HAD RETURNED HOME WITHIN THREE MONTHS. APPENDED ARE MATERIALS USED DURING THE STUDY AND A JOB PLACEMENT COORDINATOR'S HANDBOOK. (LJ)

#### VT 101 904

AN EXEMPLARY PROGRAM IN OCCUPATIONAL EDUCATION FOR THE VETERAN. FINAL REPORT.

CONTROL SYSTEMS RESEARCH, INC., CHICAGO, ILL.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 17FEB75 71P.

DESCRIPTORS - \*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; \*VETERANS EDUCATION; SURVEYS; EDUCATIONAL NEEDS; EDUCATIONAL SUPPLY  
IDENTIFIERS - ILLINOIS

ABSTRACT - THIS PROJECT WAS DESIGNED TO ASSESS THE OCCUPATIONAL EDUCATION SERVICES CURRENTLY AVAILABLE FOR VETERANS, TO IDENTIFY THE SERVICE NEEDS OF THE VETERAN IN THESE AREAS, AND TO PROPOSE AN ALTERNATE MODEL, OR MODELS, TO MEET THE NEED FOR IMPROVED OCCUPATIONAL EDUCATION SERVICES TO THE VIETNAM ERA VETERAN IN THE STATE OF ILLINOIS. DATA WAS GATHERED BY MEANS OF SURVEYING VETERANS AND THOSE ORGANIZATIONS SUPPLYING THE SERVICES. THE RESULTS OF THESE SURVEYS ARE PRESENTED IN SECTION 3 OF THE REPORT. THE FINAL SECTION PROPOSES A PROGRAM DELIVERY MODEL USING A VETERANS COMMUNICATIONS

CENTER TO PROVIDE IMPROVED SERVICES TO VETERANS. APPENDED ARE THE SURVEY INSTRUMENTS USED IN THE STUDY. (LJ)

#### VT 101 905

SWENEY, ARTHUR B., AND OTHERS  
INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)

WICHITA STATE UNIV., KANS. CENTER FOR HUMAN APPRAISAL.  
AIR FORCE OFFICE OF SCIENTIFIC RESEARCH, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 324P.

DESCRIPTORS - \*MILITARY PERSONNEL; \*WORK ATTITUDES; \*JOB SATISFACTION; \*FAMILY ATTITUDES; \*CAREER CHOICE; MILITARY AIR FACILITIES; SURVEYS  
IDENTIFIERS - MCCONNELL AIR FORCE BASE; KANSAS; MALMSTROM AIR FORCE BASE; MONTANA

ABSTRACT - DURING THE PAST FUNDING YEAR THE CENTER FOR HUMAN APPRAISAL HAS CONTINUED TO GATHER DATA AT MCCONNELL AIR FORCE BASE, KANSAS (REGION). IN ADDITION, DATA WAS COLLECTED AT MALMSTROM AIR FORCE BASE, MONTANA, DURING JULY AND AUGUST 1973. EFFORTS WITH SUPERORDINATE/SUBORDINATE RELATIONSHIPS HAVE CONTINUED, ALTHOUGH INVESTIGATION OF ATTITUDES TOWARD A MILITARY CAREER AND THE SATISFIERS-DISSATISFIERS OF MILITARY LIFE HAVE BEEN GIVEN INCREASED CONSIDERATION. THIS DOCUMENT CONSISTS OF VARIOUS STUDIES AND SURVEYS OF PERSONNEL AT THE TWO AIR BASES ON THE FOLLOWING TOPICS: RELATIONSHIPS OF ATTITUDE FACTORS TO THE CAREER DECISION OF FIRST TERM MILITARY MEMBERS; CAREER ATTITUDE SURVEY FROM OFFICERS SERVING ON TITAN AND MINUTEMAN MISSILE CREWS; JOB DIMENSION SURVEY; PERSONALITY AND MOTIVATIONAL FACTORS IN SUPERORDINATE AND SUBORDINATE ROLE PREFERENCES AND PERCEPTIONS OF SOCIAL PRESSURE; THE MILITARY WIFE'S ATTITUDES AND FEELINGS TOWARD HER LIFE-STYLE; THE AIR

FORCE WIFE: HER KNOWLEDGE OF, AND ATTITUDES TOWARD, THE AIR FORCE; PROGNOSIS FOR AN ALL-VOLUNTEER MILITARY; ROLE REACTION MODEL; TRANSACTION OF POWER AND OBLIGATION FOR DEFINING SUPERORDINATE AND SUBORDINATE RELATIONSHIPS; LEARNING TO DELEGATE POWER WITH OBLIGATION; CONTINUING EDUCATION FOR LEADERSHIP INSTRUCTORS; AND THE SELECTION AND FLEXIBILITY OF LEADERSHIP ROLES AS CONTINGENT UPON THE FELLOWSHIP ROLES OF SUBORDINATES. (AUTHOR/MF)

VT 101 906

SWENEY, ARTHUR B.  
INTERPERSONAL POWER RELATIONSHIPS  
(AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).

WICHITA STATE UNIV., KANS. CENTER  
FOR HUMAN APPRAISAL.  
AIR FORCE OFFICE OF SCIENTIFIC  
RESEARCH, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 26JUL74 32P.; PAPER  
PRESENTED TO QUARTERMASTER'S  
LEADERSHIP CONFERENCE, FT. LEE,  
VIRGINIA, JULY 26, 1974.

DESCRIPTORS - \*INTERPERSONAL  
RELATIONSHIP; \*POWER STRUCTURE;  
\*INTERACTION PROCESS ANALYSIS;  
ORGANIZATIONAL CLIMATE; EMPLOYER  
EMPLOYEE RELATIONSHIP; \*ROLE  
PERCEPTION

ABSTRACT - THE AUTHOR HAS DEVELOPED  
WHAT HE TERMS AN INTERPERSONAL  
POWER PROFILE, A METHOD OF  
MEASURING RELATIONSHIPS BY SCALING  
THEIR INTERSECTING ROLE PREFERENCES  
OR ROLE PRESSURES FROM THE  
PERSPECTIVE OF THE INTERACTIONS OF  
SUPERORDINATES AND SUBORDINATES.  
THE "INTERSECTIONS" OR  
RELATIONSHIPS TRAITS ARE DEFINED IN  
TERMS OF GOING TRANSACTIONS OF  
POWER AND OBLIGATIONS AND THE  
INHERENT PRESSURES TOWARD ORGANIZED  
CHANGE. PROCEDURES FOR USING THE  
METHOD ARE OUTLINED IN THE PAPER.  
(MF)

VT 101 907

SWENEY, ARTHUR B.  
GUIDELINES FOR MOTIVATIONAL  
MANAGEMENT.

WICHITA STATE UNIV., KANS. CENTER  
FOR HUMAN APPRAISAL.  
AIR FORCE OFFICE OF SCIENTIFIC  
RESEARCH, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 75 27P.; PAPER  
PREPARED FOR PRESENTATION TO DAVIS  
MANUFACTURING CO., SPRING 1975.

DESCRIPTORS - \*MANAGEMENT;  
\*MOTIVATION TECHNIQUES; POWER  
STRUCTURE; EMPLOYER EMPLOYEE  
RELATIONSHIP; \*WORK ATTITUDES;  
\*BEHAVIOR CHANGE

ABSTRACT - THE FAILURE OF OUR PAST  
CONCEPTS OF SYSTEMS TO MEET THE  
DEMANDS OF THE COMPLEX  
INTERPERSONAL RELATIONSHIPS  
PROVIDED BY WORK ARE INDICATIONS  
THAT THERE IS A NEED FOR NEW  
PRINCIPLES AND NEW GUIDELINES FOR  
MOTIVATING MANAGEMENT IN MOTIVATING  
WORKERS. THIS PAPER IS DIRECTED  
TOWARD ILLUSTRATING HOW THE  
MOTIVATIONAL RECRUITMENT MODEL,  
DEVELOPED BY THE AUTHOR, PROVIDES  
SOME SLIGHTLY DIFFERENT VIEWPOINTS.  
IT EVEN QUESTIONS WHETHER  
MAXIMIZING MOTIVATION IS NOT  
DETRIMENTAL AND THAT OPTIMIZING  
MOTIVATION MAY LEAD TO ELIMINATING  
IT AS AN IMPORTANT CONSIDERATION IN  
EVOKING BEHAVIOR. PRINCIPLES ARE  
PRESENTED FOR LOWERING THE BEHAVIOR  
THRESHOLD IN ORDER TO ELICIT  
ACTIONS WHICH CONDUCT THE TASK. THE  
CONCEPT OF EITHER INTRINSIC OR  
EXTRINSIC INCENTIVES MAY SERVE TO  
EVALUATE THE THRESHOLD FOR BEHAVIOR  
AND HENCE LEAD TO EXCESSIVE  
DEPENDENCY UPON MOTIVATION AS A  
BASIS FOR BEHAVIOR. (AUTHOR/MF)

VT 101 908

SWENEY, ARTHUR B.  
LET'S TAKE THE MANIPULATION OUT OF  
MANAGEMENT.

WICHITA STATE UNIV., KANS. CENTER  
FOR HUMAN APPRAISAL.  
AIR FORCE OFFICE OF SCIENTIFIC  
RESEARCH, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR74 20P.; PAPER  
PROPOSED FOR SOUTHWEST ACADEMY OF  
MANAGEMENT, DALLAS, TEXAS, MARCH

1974.

DESCRIPTORS - \*MANAGEMENT;  
 \*MOTIVATION; EVALUATION; REWARDS;  
 EMPLOYER EMPLOYEE RELATIONSHIP;  
 ORGANIZATIONAL CLIMATE; \*POWER  
 STRUCTURE; LEADERSHIP

ABSTRACT - THE PAPER PRESENTS SOME NEW MODELS FOR VIEWING MANAGEMENT AND MOTIVATION. INTRINSIC MOTIVATION AND THE NEEDS FOR EXTRINSIC REWARDS ARE VIEWED AS INTERRELATED QUALITIES BASED UPON INDIVIDUALIZED MOTIVATIONAL HIERARCHIES. THE ROLES FOUND IN THE RESPONSE-TO-POWER-MODEL ARE REDEFINED IN TERMS OF THEIR ASSUMPTIONS CONCERNING THE NEED FOR EXTRINSIC MOTIVATION. AUTHORITARIAN AND PERMISSIVE SUPERORDINATES AND REBEL AND INGRATIATING SUBORDINATES ALL ASSUME THAT THE PRIMARY FOCUS OF THEIR ORGANIZATION RELATIONSHIP IS THE MANIPULATION OF THEIR COUNTERPART. THE EQUALITARIAN AND CRITIC PERCEIVE MANIPULATION TO BE DYSFUNCTIONAL. A NUMBER OF PROCESSES ARE SUGGESTED FOR REMOVING MANIPULATION FROM THE MANAGEMENT SYSTEM. (AUTHOR/MF)

VT 101 909

SWENEY, ARTHUR B.  
 THE EVALUATION PROCESS IN  
 EDUCATION: COMMUNICATION OR  
 CONTROL.

WICHITA STATE UNIV., KANS. CENTER  
 FOR HUMAN APPRAISAL.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - MAR75 20P.; PAPER  
 ACCEPTED FOR SOUTHWEST ACADEMY OF  
 MANAGEMENT FUTURISTIC CONCEPTS IN  
 TEACHING, HOUSTON, TEXAS, MARCH 6-  
 7, 1975.

DESCRIPTORS - PROFILE EVALUATION;  
 \*MEASUREMENT INSTRUMENTS;  
 \*EVALUATION METHODS; \*STUDENT  
 EVALUATION; \*TEACHER EVALUATION;  
 \*STUDENT TEACHER RELATIONSHIP;  
 INTERCOMMUNICATION

ABSTRACT - WHETHER STUDENTS SHOULD  
 EVALUATE FACULTY OR EVEN FACULTY  
 UNQUESTIONINGLY CONTINUE TO  
 EVALUATE STUDENTS MUST BE LOOKED

UPON IN THE BROADER CONTEXT OF  
 OBJECTIVES AND PURPOSES. EVALUATION  
 IS SUBJECTIVE AND JUDGMENTAL  
 IMPLYING A UNITARY VALUE SYSTEM.  
 DESCRIPTION PROVIDES REAL  
 INFORMATION WHICH HAS NOT BEEN  
 DISTORTED BY THE PERCEIVERS' OWN  
 NEED SYSTEMS. THE LEARNING  
 ENCOUNTER MEASURE WAS FACTORIED AND  
 AVERAGE FACTOR SCORES FOR VARIOUS  
 ACADEMIC GROUPS WERE OBTAINED. IT  
 COULD BE SEEN THAT EACH GROUP WOULD  
 APPROACH THE PROCESS OF EVALUATING  
 THEIR PROFESSORS FROM A DIFFERENT  
 VALUE POSITION AND HENCE A  
 DIFFERENT SET OF BIASES. IT IS  
 SUGGESTED, THEREFORE, THAT THE  
 NEEDS FOR COMMUNICATION WOULD  
 BETTER BE MET BY A PROCESS WHICH  
 WAS PATENTLY DESCRIPTIVE WITHOUT  
 THE DISTORTION PROVIDED BY THE  
 EVALUATION SET. (AUTHOR)

VT 101 910

SWENEY, ARTHUR B., AND OTHERS  
 PROJECTIVE MEASURES OF  
 INTERPERSONAL RELATIONSHIPS AND  
 ATTITUDES TOWARD THE AIR FORCE.

WICHITA STATE UNIV., KANS. CENTER  
 FOR HUMAN APPRAISAL.  
 AIR FORCE OFFICE OF SCIENTIFIC  
 RESEARCH, WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 74 20P.; PAPER  
 PROPOSED TO APA CONVENTION,  
 DIVISION 19, 1974.

DESCRIPTORS - \*INTERPERSONAL  
 RELATIONSHIP; MILITARY PERSONNEL;  
 \*WORK ATTITUDES; \*ATTITUDE TESTS;  
 \*PROJECTIVE TESTS; GROUP DYNAMICS

ABSTRACT - REENLISTEES AND  
 DEENLISTEES FROM A MISSILE WING  
 WERE COMPARED BY THEIR RESPONSES ON  
 AN OBJECTIVE, SCORE PROJECTIVE  
 INSTRUMENT FOR MEASURING  
 UNCONSCIOUS ATTITUDES TOWARD  
 INDIVIDUALS AND THE AIR FORCE. THE  
 REENLISTMENT GROUP WERE FOUND TO  
 HOLD MORE POSITIVE ATTITUDES TOWARD  
 THEMSELVES AND OTHERS THAN DID THE  
 DEENLISTMENT GROUP. THEY SEEMED TO  
 BE CEMENTING THEIR MARRIAGES BY  
 STAYING, WHILE THE DEENLISTMENT  
 GROUP SEEMED TO CLOSE THEIR COURSE  
 OF ACTION TO HELP THEIR MARRIAGES.

OTHER DYNAMIC DIFFERENCES SUGGEST THAT THE REENLISTMENT GROUP IS USING THE AIR FORCE AS A SUBSTITUTE FOR PARENTS WHILE THE OTHER GROUP ASSOCIATE THE AIR FORCE WITH THE NEGATIVE FEELINGS WHICH THEY DIRECT TOWARD PARENTAL AUTHORITY. (AUTHOR)

**VT 101 911**

SWENEY, ARTHUR B., AND OTHERS  
AN INTEGRATIVE FACTOR ANALYSIS OF  
LEADERSHIP MEASURES AND THEORIES.

WICHITA STATE UNIV., KANS. CENTER  
FOR HUMAN APPRAISAL.

AIR FORCE OFFICE OF SCIENTIFIC  
RESEARCH, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 74 19P.; PAPER  
PROPOSED TO APA CONVENTION,  
DIVISION 14, 1974.

DESCRIPTORS - \*LEADERSHIP STYLES;  
\*STUDENT OPINION; EVENING STUDENTS;  
PSYCHOMETRICS; FACTOR ANALYSIS;  
ROLE PERCEPTION

ABSTRACT - A SAMPLE OF 103 EMPLOYED EVENING STUDENTS WERE GIVEN A BATTERY OF INSTRUMENTS DESIGNED TO MEASURE A WIDE VARIETY OF LEADERSHIP INSTRUMENTS. IN SPITE OF THE INTENDED HOMOGENEITY AND CONSTRAINTS ON VARIOUS SPACE, ONE-THIRD AS MANY FACTORS AS VARIABLES EMERGED INDICATING MUCH GREATER COMPLEXITY TO THE AREAS THAN ORIGINALLY ASSUMED. AS ALL OF THE MODELS ASSUMED TWO OR THREE INDEPENDENT ROLES OR TYPES OF LEADERSHIP, IT WOULD SEEM THAT ALL OF THEM ARE NAIVELY OVERSIMPLIFIED. ALTHOUGH THE 11 FACTORS WERE READILY INTERPRETED, THEY HAD TO BE RELATED TO SPECIFIC MODELS OR INSTRUMENTS RATHER THAN UNIVERSAL PRINCIPLES. THIS SUGGESTS THAT UNTIL AN ITEM-BY-ITEM FACTOR ANALYSIS IS POSSIBLE, THE CONSTRUCTS FROM THESE LEADERSHIP MODELS WILL HAVE TO BE RETAINED AS SEPARATE AND INDEPENDENT CONCEPTS. (AUTHOR)

**VT 101 912**

HUMAN AND COMPUTER ASSISTED CAREER  
ACHIEVEMENT SKILLS PROGRAM  
(FORMERLY CCEM COMPUTER ASSISTED

GUIDANCE PROGRAM). PHASE III  
REPORT.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEG-0-72-0749

PUB DATE - JUL74 510P.; RELATED  
DOCUMENTS IN THIS ISSUE UNDER VT  
NUMBERS 101 805, 101 806, 101 807,  
101 808 AND 101 913.

DESCRIPTORS - \*ELEMENTARY SECONDARY  
EDUCATION; \*FORMATIVE EVALUATION;  
\*SUMMATIVE EVALUATION; \*RESEARCH  
PROJECTS; \*CAREER EDUCATION; CAREER  
PLANNING; TRAINING; DELIVERY  
SYSTEMS; SKILL DEVELOPMENT  
IDENTIFIERS - CAST; CAREER  
ACHIEVEMENT SKILLS TRAINING  
PROGRAM; PONTIAC; MICHIGAN

ABSTRACT - THE FOCUS OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM (CAST) WAS TO DELIVER CAREER ACHIEVEMENT SKILLS TO SELECTED K-12 STUDENTS. THIS PHASE III REPORT COVERS PROGRAM DESCRIPTION, EVALUATION, AND MAJOR FINDINGS OF THE CAST PROGRAM AS OF JULY 1974. THE PROGRAM DESCRIPTION SECTION PRESENTS BACKGROUND INFORMATION REGARDING THE COMMUNITY AND SCHOOL DISTRICT IN WHICH THE PROGRAM WAS DEVELOPED. PHASE I AND II PROGRAM DESCRIPTIONS ARE ALSO INCLUDED TO GIVE A BRIEF OVERVIEW OF THE PROGRAM UP TO PHASE III. THE GOALS OF PHASE III ARE DISCUSSED IN AN INTRODUCTION TO THAT PHASE AND THE COMPONENTS OF PEOPLE, PROGRAMS, AND ORGANIZATION OF CAST IS DESCRIBED. THE PROGRAM EVALUATION SECTION INCLUDES ALL OF THE FORMATIVE AND SUMMATIVE DATA COLLECTED, ANALYZED, AND INTERPRETED FOR THIS PROJECT. THE MAJOR FINDINGS SECTION INCLUDES A SUMMARY OF MAJOR FINDINGS OF PHASE III, APPLICATIONS OF THESE FINDINGS FOR OTHER PROJECTS, AND IMPLICATIONS FOR FURTHER RESEARCH. EXTENSIVE APPENDIXES PRESENT MATERIALS USED DURING THE PROJECT. (AUTHOR/LJ)

**VT 101 913**

COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.

PONTIAC CITY SCHOOL DISTRICT, MICH. MICHIGAN STATE DEPT. OF EDUCATION, LANSING.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-72-0749  
PUB DATE - JUN74 51P.; RELATED DOCUMENTS IN THIS ISSUE UNDER VT NUMBERS 101 805, 101 806, 101 807, 101 808 AND 101 912.

DESCRIPTORS - \*CAREER EDUCATION; \*SELF EVALUATION; \*COMPUTER ASSISTED INSTRUCTION; \*PILOT PROJECTS; SKILL DEVELOPMENT IDENTIFIERS - CAST; CAOS; CAREER ACHIEVEMENT SKILLS TRAINING PROJECT; COMPUTER ASSISTED OCCUPATIONAL SEARCH

ABSTRACT - THE PURPOSES OF THIS COMPUTER ASSISTED OCCUPATIONAL SEARCH (CAOS) TECHNICAL REPORT ARE DESCRIBED IN THE FOLLOWING OBJECTIVES WHICH ARE TO PROVIDE THE READER WITH: (1) A SUMMARY OF WHY AND HOW CAOS WAS DEVELOPED AND PILOTTED, (2) AN UNDERSTANDING OF THE OUTCOMES OF THAT PILOT, (3) SOME GENERAL CONCLUSIONS AND SUGGESTIONS FOR USE OF CAOS, AND (4) A DESCRIPTION OF THE CAOS SYSTEM DOCUMENTATION. APPENDED TO THIS PUBLICATION IS A COPY OF THE FINAL JUNIOR HIGH SCHOOL VERSION OF CAOS AND A DESCRIPTION OF CAOS STUDENT PRINTOUT. (AUTHOR/LJ)

VT 101 914

BRAATEN, LARRY; MILLER, ANNETTE SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NOV74 151P.

DESCRIPTORS - \*RESEARCH

COORDINATING UNITS; \*EDUCATIONAL RESEARCH; \*RESEARCH PROJECTS; \*STATE PROGRAMS; \*VOCATIONAL EDUCATION

ABSTRACT - THE NINTH IN A SERIES, THIS REPORT SUMMARIZES RESEARCH ACTIVITIES OF THE STATE RESEARCH COORDINATING UNITS (RCU'S) DURING THE SECOND HALF OF THE 1974 FISCAL YEAR. THE PURPOSE OF THE REPORT IS TO FACILITATE EXCHANGE OF INFORMATION AND REDUCE DUPLICATION OF EFFORT AMONG THE STATES BY PROVIDING AWARENESS OF THE RESEARCH AND DEVELOPMENT ACTIVITIES OF OTHER STATES. THE SEMIANNUAL REPORT IS A COMPILATION OF STATE RESEARCH ACTIVITY REPORTS COVERING THE THIRD AND FOURTH QUARTERS OF FISCAL YEAR 1974. (AUTHOR/MF)

VT 101 915

HOYT, KENNETH B.  
AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DHEW-PUB-(OE)-75-00504  
PUB DATE - 75 45P.

DESCRIPTORS - \*CAREER EDUCATION; \*EDUCATIONAL POLICY; \*PUBLIC POLICY; DEFINITIONS; CONCEPT FORMATION; \*EDUCATIONAL CHANGE IDENTIFIERS - EDUCATION AMENDMENTS OF 1974

ABSTRACT - INTENDED TO ASSIST STATE EDUCATION AGENCIES AND LOCAL SCHOOL SYSTEMS IN DEVELOPING AND EXPANDING THEIR OWN CONCEPTS OF CAREER EDUCATION, THIS BOOKLET DESCRIBES THE UNITED STATES OFFICE OF EDUCATION'S INTERPRETATION OF THE HEALTH, EDUCATION, AND WELFARE POLICY ON CAREER EDUCATION. ITS CONTENT IS ALSO CONSISTENT WITH THE PROVISIONS OF SECTION 406 OF THE EDUCATION AMENDMENTS OF 1974, WHICH PROVIDES THE FIRST OFFICIAL CONGRESSIONAL ENDORSEMENT OF CAREER EDUCATION. THE CONTENTS ARE ORGANIZED AROUND THE FOLLOWING MAIN HEADINGS: (1) CONDITIONS CALLING

FOR EDUCATIONAL REFORM, (2) ANSWERING THE CALL FOR EDUCATIONAL REFORM: THE RATIONALE OF CAREER EDUCATION, (3) A GENERIC DEFINITION OF CAREER EDUCATION, (4) BASIC CONCEPT ASSUMPTIONS OF CAREER EDUCATION, (5) PROGRAMMATIC ASSUMPTIONS OF CAREER EDUCATION, (6) CAREER EDUCATION TASKS: INITIAL IMPLEMENTATION, (7) LEARNER OUTCOMES FOR CAREER EDUCATION, AND (8) BASIC EDUCATIONAL CHANGES CHAMPIONED BY CAREER EDUCATION. THE APPENDED EXPLANATORY AND INTERPRETIVE STATEMENT ILLUSTRATES THE HIGH DEGREE OF CONSENSUS THAT NOW APPEARS TO EXIST AMONG CAREER EDUCATION LEADERS AT ALL LEVELS. (AUTHOR/LJ)

VT 101 916

MCCAGE, RONALD D., ED.; ROCCO, BARBARA, ED.  
PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE-- 1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 75 169P.; DOCUMENT INCLUDES ABSTRACTS OF OUTSTANDING RESEARCH ACTIVITIES CONDUCTED BY STATE RESEARCH COORDINATING UNITS PREPARED FOR TENTH ANNUAL NATIONAL RCU PERSONNEL CONFERENCE, DENVER, COLORADO, MARCH 16-19, 1975.

DESCRIPTORS - CONFERENCE REPORTS;  
\*RESEARCH COORDINATING UNITS;  
\*EDUCATIONAL RESEARCH; CURRICULUM RESEARCH; VOCATIONAL EDUCATION;  
\*RESEARCH PROJECTS; \*ABSTRACTS;  
EDUCATIONAL ADMINISTRATION

ABSTRACT - THIS PROCEEDINGS DOCUMENT WAS PREPARED AS A FOLLOWUP TO THE NINTH ANNUAL NATIONAL RESEARCH COORDINATING UNIT (RCU) PERSONNEL CONFERENCE ENTITLED "THE SCORE AFTER NINE - 1965-1974" HELD IN SCOTTSDALE, ARIZONA ON MARCH 18-21, 1974. THE THEME OF THE CONFERENCE CENTERED AROUND OUTSTANDING RESEARCH AND CURRICULUM ACTIVITIES CONDUCTED BY STATE RCU'S PRIOR TO THE CONFERENCE. THIS PUBLICATION IS AN EXPANDED OVERVIEW OF THE CONFERENCE PROGRAM. IN

ADDITION TO THE MATERIAL ON THE NINTH CONFERENCE, HALF OF THE DOCUMENT IS COMPRISED OF ABSTRACTS OF RCU RESEARCH PROJECTS PREPARED FOR THE TENTH ANNUAL NATIONAL RCU PERSONNEL CONFERENCE, HELD IN DENVER, COLORADO ON MARCH 16-19, 1975. THE THEME OF THIS CONFERENCE IS "VOCATIONAL EDUCATION RESEARCH MANAGEMENT." (AUTHOR/MF)

VT 101 917

CLEMMONS, JESSE S.  
ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 75 25P.; PAPER PRESENTED AT THE NATIONAL CONFERENCE OF RESEARCH COORDINATING UNIT PERSONNEL, DENVER, COLORADO, MARCH 17, 1975.

DESCRIPTORS - \*ROLE PERCEPTION;  
\*RESEARCH COORDINATING UNITS;  
\*VOCATIONAL DIRECTORS; STATE DEPARTMENTS OF EDUCATION; \*AGENCY ROLE; \*ADMINISTRATOR ROLE; COMPARATIVE ANALYSIS; NATIONAL SURVEYS; DATA COLLECTION; RESEARCH PROJECTS

ABSTRACT - THE RESEARCH OBJECTIVE WAS TO DESCRIBE THE ROLES AND OBJECTIVES OF THE RESEARCH COORDINATING UNITS (RCU'S) AS PERCEIVED BY RCU DIRECTORS OPERATING IN VARIOUS ADMINISTRATIVE SETTINGS AND TO COMPARE THEIR PERCEPTIONS WITH THOSE OF STATE DIRECTORS OF VOCATIONAL EDUCATION. AN INSTRUMENT WAS PREPARED AND DISTRIBUTED TO THE TWO CATEGORIES OF DIRECTORS IN THE 50 STATES TO COLLECT DESCRIPTIVE DATA CONCERNING RCU'S, TO ELICIT OPINIONS AS TO THE RCU'S OBJECTIVES, AND TO IDENTIFY THE ROLE OF THE RCU. THE RCU OBJECTIVES USED IN THE INSTRUMENT WERE TAKEN FROM THE INSTRUMENT USED IN THE 1969 GOLDHAMMER STUDY OF RCU'S. RESULTS OF THE STUDY ARE DETAILED IN THE PAPER. FINDINGS INCLUDED THE FACT THAT MANY RCU'S HAVE BEEN ADMINISTRATIVELY

RELOCATED SINCE 1966. WHILE 57 PERCENT OF RCU'S WERE WITHIN STATE DEPARTMENTS OF EDUCATION IN 1966, THIS FIGURE HAD RISEN TO 86 PERCENT IN 1974. MORE THAN HALF OF ALL RCU'S ADMINISTERED THE STATE SHARE OF EXEMPLARY FUNDS. BOTH RCU AND STATE DIRECTORS PROJECTED GREATER LEVELS OF ROLE RESPONSIBILITY THAN THEY PERCEIVED WERE ACTUALLY OCCURRING FOR RCU'S ADMINISTRATIVELY LOCATED WITHIN THE STATE DEPARTMENTS. NO CHANGE IN DEGREE OF RESPONSIBILITY WAS PROJECTED FOR RCU'S OUTSIDE THE STATE DEPARTMENT. BOTH CATEGORIES OF DIRECTORS ALSO ASSIGNED RELATIVELY EQUAL RANKS TO A LIST OF 15 RCU OBJECTIVES. (MF)

#### VT 101 918

RESEARCH PRIORITIES IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION IN WISCONSIN FOR 1975-1977.

WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON. RESEARCH COORDINATING UNIT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB75 35P.

DESCRIPTORS - \*RESEARCH NEEDS; \*EDUCATIONAL RESEARCH; \*POST SECONDARY EDUCATION; \*STATE SURVEYS; \*VOCATIONAL DIRECTORS; ADMINISTRATOR ATTITUDES IDENTIFIERS - \*WISCONSIN

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO DETERMINE PRIORITY AREAS FOR RESEARCH IN WISCONSIN'S POSTSECONDARY VOCATIONAL, TECHNICAL, AND ADULT EDUCATION SYSTEM FOR FISCAL YEARS 1975-1977. A 45-ITEM, FIVE-POINT LIKERT-TYPE QUESTIONNAIRE WAS DEVELOPED AND MAILED TO APPROXIMATELY 500 DISTRICT ADMINISTRATIVE AND SUPERVISORY STAFF AND THE 360 RETURNS WERE PROCESSED AND TABULATED. IT WAS FOUND THAT THE TOP 10 PRIORITIES BASED ON TOTAL STATE DATA ARE: (1) LABOR MARKET REQUIREMENTS, (2) DETERMINING PERFORMANCE LEVELS OF COMPETENCIES FOR JOB ENTRY, (3) ASSESSMENT OF

VOCATIONAL, TECHNICAL, AND ADULT EDUCATION NEEDS, (4) OPEN ENTRY/OPEN EXIT EDUCATION, (5) STUDENT ATTRITION/WITHDRAWALS, (6) STUDENT PLACEMENT, (7) COUNSELING ADULTS, (8) EMERGING TECHNOLOGIES INTO PROGRAMS, (9) COST-BENEFIT STUDIES OF PROGRAMS, AND (10) BARRIERS TO ENROLLMENT IN PROGRAMS. FINDINGS CAN BE USED BY ADMINISTRATORS, RESEARCHERS, AND PROJECT REVIEW COMMITTEES.  
(AUTHOR/MF)

#### VT 101 919

OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.

METROPOLITAN JUNIOR COLL. DISTRICT, KANSAS CITY, MO.; KANSAS CITY SCHOOL DISTRICT, MO.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-1389(361)  
PUB DATE - 31JAN75 296P.

DESCRIPTORS - \*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; \*INNER CITY; URBAN SCHOOLS; \*MOBILE EDUCATIONAL SERVICES; JOB PLACEMENT; OCCUPATIONAL INFORMATION; INSERVICE TEACHER EDUCATION IDENTIFIERS - \*PROJECT OUTREACH; KANSAS CITY; MISSOURI

ABSTRACT - THE FINAL REPORT ON PROJECT OUTREACH FOR INNER CITY YOUTH COVERS THE PERIOD FROM JUNE 14, 1971 TO DECEMBER 31, 1974. THE GOAL OF THE PROJECT WAS TO ASSIST URBAN INNER-CITY YOUTH TO ACHIEVE A SATISFACTORY RELATIONSHIP TO THE WORLD OF WORK. TWO CAREER EDUCATION APPROACHES WERE USED, A SCHOOL MODEL AND A HOME/COMMUNITY MODEL. THE SCHOOL MODEL INCLUDED SEVERAL PUBLIC AND NON-PUBLIC ELEMENTARY AND SECONDARY SCHOOLS AND A PUBLIC COMMUNITY COLLEGE. THE HOME/COMMUNITY APPROACH WAS BASED ON THE CAREER EDUCATION SERVICES OFFERED BY THE COMMUNITY COLLEGE'S MOBILE COUNSELING UNIT. INSERVICE TRAINING OF CLASSROOM TEACHERS WAS EMPHASIZED, AUDIOVISUAL EQUIPMENT

AND SOFTWARE WERE ACQUIRED, AND TEACHER-PREPARED RESOURCE UNITS WERE DISTRIBUTED. IT WAS CONCLUDED THAT THE PROJECT DEMONSTRATED THE FEASIBILITY OF ESTABLISHING CAREER EDUCATION IN THE TRADITIONAL K-12 SCHOOL ORGANIZATION AND IN THE OFF-CAMPUS COMMUNITY SETTING.

APPENDIXES PRESENTED A BIBLIOGRAPHY, LAYOUT OF THE MOBILE UNIT, AND VARIOUS PROJECT MATERIALS. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 537 (ARM VOL. 7, NO. 3) AND VT 100 936 (ARM VOL. 7, NO. 5), AND AS VT 101 920 IN THIS VOLUME. (MF)

VT 101 920  
EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.

MISSOURI UNIV., COLUMBIA. CENTER FOR EDUCATIONAL IMPROVEMENT. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-1389(361)

PUB DATE - JAN75 103P.

DESCRIPTORS - \*PROGRAM EVALUATION;  
\*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; \*INNER CITY; URBAN SCHOOLS; \*MOBILE EDUCATIONAL SERVICES; JOB PLACEMENT; TEACHER WORKSHOPS; QUESTIONNAIRES  
IDENTIFIERS - \*PROJECT OUTREACH; KANSAS CITY; MISSOURI

ABSTRACT - THE EVALUATION FINAL REPORT FOR PROJECT OUTREACH FOR INNER CITY YOUTH STUDIES SIX MAJOR ACTIVITIES OF THE PROGRAM: SUPERVISION AND ADMINISTRATION, ORGANIZATIONAL PLAN, ELEMENTARY PROGRAM, SECONDARY PROGRAM, JUNIOR COLLEGE, AND MOBILE COUNSELING UNIT. TASK RESPONSIBILITIES IN EVALUATING PROJECT ACTIVITIES INCLUDED ORGANIZING JOB DESCRIPTIONS TO PERMIT DATA TO BE USED TO ANSWER THE EVALUATION QUESTIONS, DEVELOPING AND COMPILING DATA FROM TEACHER AND STUDENT QUESTIONNAIRES TO DETERMINE UTILIZATION AND OPINIONS OF PRINTED AND INSTRUCTIONAL MATERIALS, A

STUDENT QUESTIONNAIRE TO DETERMINE OPINIONS OF PRINTED AND INSTRUCTIONAL MATERIALS, A STUDENT QUESTIONNAIRE TO DETERMINE OPINIONS OF THE TRAINING PROGRAM, AND A RESIDENT QUESTIONNAIRE TO DETERMINE RESIDENTS' ATTITUDES TOWARD THE MOBILE VAN. THE QUESTIONNAIRES AND DATA COLLECTED ARE APPENDED. THE FINAL REPORT ON THIS PROJECT IS AVAILABLE AS VT 101 919 IN THIS ISSUE. (MF)

VT 101 921

BANKS, JOHN C.

AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.

WISCONSIN UNIV. - STOUT, MENOMONIE. CENTER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.; FOX VALLEY TECHNICAL INST., APPLETON, WIS. WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUN73 150P.

DESCRIPTORS - \*LEARNING EXPERIENCE;  
\*INTERACTION; \*LEARNING PROCESSES;  
\*LEARNING ACTIVITIES; VOCATIONAL EDUCATION; TECHNICAL INSTITUTES;  
COLLEGE STUDENTS; \*STUDENT ATTITUDES; SURVEYS; PILOT PROJECTS

ABSTRACT - DURING THE PAST FEW YEARS FOX VALLEY TECHNICAL INSTITUTE HAS BEEN ENGAGED IN A NUMBER OF CURRICULUM MODIFICATIONS WHEREBY INSTRUCTIONAL MATERIALS FOR A NUMBER OF DIFFERENT PROGRAMS WERE REORGANIZED INTO INDIVIDUALIZED EXPERIENCES. AN INVESTIGATION OF LEARNING STYLES WAS UNDERTAKEN TO PROVIDE SUPPORTIVE DATA TO IMPROVE LEARNING SYSTEMS, ESPECIALLY AS THOSE SYSTEMS RELATE TO INDIVIDUALIZED INSTRUCTION. A LEARNING STYLES ATTITUDINAL SURVEY WAS ADMINISTERED TO STUDENTS AT THE INSTITUTE AND AT THE UNIVERSITY OF WISCONSIN-STOUT TO PROVIDE DATA ON THE RELATION BETWEEN THEIR LEARNING STYLES AND THEIR CURRENT PROGRAMS OF STUDY. TWO LEARNING STYLE CONTINUUMS RELEVANT TO VOCATIONAL

AND TECHNICAL EDUCATION PROGRAMS WERE IDENTIFIED, THE CONCRETE/SYMBOLIC AND THE STRUCTURED/UNSTRUCTURED. A REVISED QUESTIONNAIRE, BASED ON DATA FROM THE PILOT INSTRUMENT, WAS READMINISTERED TO GROUPS OF STUDENTS AT THE TWO SCHOOLS. THE RESULTING DATA, PRESENTED IN THIS REPORT, INDICATE THAT THE FINAL INSTRUMENT CAN DETERMINE AN INDIVIDUAL'S LEARNING STYLE AND PROVIDE INFORMATION TO THE TEACHER FOR INDIVIDUALIZED INSTRUCTION AND ACTIVITIES. THE VARIANCE OF SCORES WITHIN GROUPS SUGGESTS THE NEED TO OFFER ALTERNATIVE LEARNING AND TEACHING MODES WITHIN CLASSES AND PROGRAMS. (MF)

#### VT 101 922

MYERS, KEITH R.  
AN APPRAISAL OF GROUP PROJECT EFFECTIVENESS IN VOCATIONAL SUBJECTS CONDUCTED AS A PART OF THE GRADUATE STUDENT RESEARCH GRANT, PROJECT NO. 19-151-223. FINAL REPORT.

WISCONSIN UNIV. - STOUT, MENOMONIE.  
CENTER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG74 94P.

DESCRIPTORS - RESEARCH PROJECTS;  
\*GROUP ACTIVITIES; VOCATIONAL EDUCATION; \*PEER RELATIONSHIP;  
\*LEARNING EXPERIENCE; HIGH SCHOOLS; TECHNICAL INSTITUTES; PRETESTING; POST TESTING

ABSTRACT - THE STUDY WAS UNDERTAKEN TO APPRAISE THE EFFECTIVENESS OF GROUP PROJECT ACTIVITY IN THE ACQUISITION OF VOCATIONAL SKILLS AND COMPETENCE. DATA WERE COLLECTED FROM A NUMBER OF SCHOOLS WITHIN THE STATES OF WISCONSIN AND MINNESOTA THAT WERE IDENTIFIED AS USING GROUP PROJECT ACTIVITY IN TEACHING VOCATIONALLY-ORIENTED SUBJECTS. PARTICIPANTS IN THE STUDY, TEACHERS AND STUDENTS INVOLVED IN GROUP ACTIVITIES, WERE ADMINISTERED

QUESTIONNAIRES DEALING WITH THE OBJECTIVES OF THE STUDY. PERSONAL VISITS SUPPLEMENTED THE QUESTIONNAIRES. IT WAS FOUND THAT GROUP PROJECT ACTIVITY IN VOCATIONAL EDUCATION PROVIDES A MEANINGFUL AND PRODUCTIVE ROUTE IN THE PREPARATION OF THE INDIVIDUAL FOR GAINFUL EMPLOYMENT. GROUP PROJECT ACTIVITY ALLOWS NOT ONLY THE TEACHING AND LEARNING OF SPECIFIC SKILLS BUT ALSO THE ACQUISITION OF KNOWLEDGE AND EXPERIENCES IN SOCIAL INTERACTION AND PARTICIPATION. LEARNING WITHIN A GROUP PROJECT ACTIVITY DOES TAKE PLACE AND PROVIDES FOR UNIQUENESS AND PALATABILITY THAT ENHANCES THE DESIRE TO LEARN. GROUP INVOLVEMENT AND PEER INTERACTION PLAY A SIGNIFICANT ROLE IN DETERMINING THE SUCCESS OF THE GROUP ACTIVITY. THE QUESTIONNAIRES AND OTHER MATERIALS ARE INCLUDED IN THE REPORT.  
(AUTHOR/MF)

#### VT 101 923

NICHOLS, CHARLES F., AND OTHERS  
CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, ATLANTA, GA.  
COMMISSION ON OCCUPATIONAL EDUCATION AND INSTITUTIONS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 30P.; SEE RELATED DOCUMENTS VT 101 924 AND VT 101 925 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*PROGRAM DEVELOPMENT; \*PROGRAM EVALUATION; INSERVICE PROGRAMS; CURRICULUM DEVELOPMENT; GUIDANCE PROGRAMS; \*SCHOOL DISTRICTS; COMMUNITY COLLEGES; VOCATIONAL SCHOOLS; SCHOOL VISITATION IDENTIFIERS - \*KENTUCKY VALLEY EDUCATIONAL COOPERATIVE; HAZARD

ABSTRACT - REGION XII, THE KENTUCKY VALLEY EDUCATIONAL COOPERATIVE AT HAZARD, IS COMPOSED OF AN EIGHT-

COUNTY AREA CONSISTING OF 11 SCHOOL DISTRICTS WITH 132 SCHOOLS. OBJECTIVES OF THE FIRST YEAR PROJECT FROM FEBRUARY 1, 1973 TO JANUARY 31, 1974 WERE TO ORIENT THE VARIOUS GROUPS OF SCHOOL PERSONNEL TO A CAREER EDUCATION PROGRAM, TO PROVIDE WORKSHOP TRAINING FOR SELECTED TEACHERS AND ADMINISTRATORS, TO PROVIDE INSERVICE ORIENTATION TO CAREER EDUCATION FOR ALL PERSONNEL, TO SUPPORT WORKSHOP PARTICIPANTS BY ASSISTING COORDINATORS IN THE LOCAL EDUCATION AGENCIES, AND TO EVALUATE THE IMPACT OF THE FIRST-YEAR PROGRAM. IN ADDITION, THE SECOND-YEAR PROPOSAL AIMED AT PROVIDING TRAINING AND SUPPORT FOR LOCAL EDUCATION AGENCY STAFF IN DEVELOPING CLUSTER UNITS TO BE TAUGHT DURING THE SCHOOL YEAR 1974-75 AND TO CONTINUE TO WORK WITH MIDDLE SCHOOL TEACHERS IN AWARENESS UNITS. THE EVALUATION REPORT DISCUSSES CONFERENCES WITH PERSONNEL IN THE SCHOOLS VISITED. THE ONLY MAJOR FAILING NOTED BY THE EVALUATORS WAS IN THE REACTION OF THE COMMUNITY COLLEGE ADMINISTRATORS TO THE IMPLEMENTATION OF CAREER EDUCATION IN THEIR PROGRAM. DETAILED OBSERVATIONS OF THE VARIOUS GROUPS OF SCHOOL PERSONNEL AND PROGRAMS ARE PRESENTED, ALONG WITH OVERALL IMPRESSIONS AND RECOMMENDATION. (MF)

#### VT 101 924

CLARY, JOSEPH R., AND OTHERS  
A COMPREHENSIVE CAREER EDUCATION  
MODEL GRADES ONE THROUGH FOURTEEN -  
A RESEARCH AND DEVELOPMENT PROJECT  
(BOWLING GREEN). EVALUATION REPORT.

SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS, ATLANTA, GA.  
COMMISSION ON OCCUPATIONAL  
EDUCATION AND INSTITUTIONS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 28P.; SEE  
RELATED DOCUMENTS VT 101 923 AND VT  
101 925 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*PROGRAM EVALUATION; \*PROGRAM  
DEVELOPMENT; \*SCHOOL DISTRICTS;

SCHOOL VISITATION; CURRICULUM  
DEVELOPMENT; INSERVICE PROGRAMS;  
GUIDANCE PROGRAMS  
IDENTIFIERS - \*BOWLING GREEN  
INDEPENDENT SCHOOL DISTRICT;  
KENTUCKY

ABSTRACT - THIS REPORT PRESENTS THE EVALUATION OF THE COMPREHENSIVE CAREER EDUCATION PROJECT IN THE BOWLING GREEN INDEPENDENT SCHOOL DISTRICT, BOWLING GREEN, KENTUCKY, BEING A SUMMARY OF A VISIT APRIL 28-MAY 1, 1974. THE CAREER EDUCATION EMPHASIS IN THE DISTRICT CAN BE DESCRIBED AS A DEVELOPMENTAL IMPLEMENTATION OF AN EMERGING CONCEPT, IN WHICH GREAT PROGRESS HAS BEEN MADE. REVIEWS OF ADMINISTRATION, PROJECT DESIGN AND IMPLEMENTATION, STRENGTHS AND WEAKNESSES, AND RECOMMENDATIONS ARE GIVEN FOR THE ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL, AND GUIDANCE COMPONENTS OF THE PROJECT. THE GUIDANCE PROGRAM IN THE JUNIOR HIGH SCHOOL COMPONENT WAS ESPECIALLY PRAISED. OVERALL, THE PROJECT WAS COMMENDED FOR ITS EFFORTS, AND CONTINUED FUNDING SUPPORT FROM THE STATE WAS STRONGLY RECOMMENDED. (MF)

#### VT 101 925

CLARY, JOSEPH R., AND OTHERS  
CAREER EDUCATION DEVELOPMENT  
PROJECT. KENTUCKY VOCATIONAL  
EDUCATION REGION III (OWENSBORO).  
EVALUATION REPORT.

SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS, ATLANTA, GA.  
COMMISSION ON OCCUPATIONAL  
EDUCATION AND INSTITUTIONS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.; SEE  
RELATED DOCUMENTS VT 101 923 AND VT  
101 924 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*PROGRAM EVALUATION; \*PROGRAM  
DEVELOPMENT; REGIONAL PROGRAMS;  
\*SCHOOL DISTRICTS; AREA VOCATIONAL  
SCHOOLS; COMMUNITY COLLEGES; SCHOOL  
VISITATION  
IDENTIFIERS - \*KENTUCKY VOCATIONAL  
EDUCATION REGION III

**ABSTRACT - KENTUCKY VOCATIONAL EDUCATION REGION III ENCOMPASSES 10 SCHOOL DISTRICTS COVERING A SEVEN-COUNTY AREA, A VOCATIONAL-TECHNICAL SCHOOL AND ITS THREE-AREA CENTERS, AND A COMMUNITY COLLEGE. THIS EVALUATION REPORT SUMMARIZES WHAT WAS READ, SEEN, AND HEARD DURING A VISIT TO THE REGION ON MAY 2-3, 1974. SOME RECOMMENDATIONS AND SUGGESTIONS ARE MADE FOR FURTHER DEVELOPMENT AND STRENGTHENING OF THE REGION'S CAREER EDUCATION CONCEPT AND FOR CONTINUING COOPERATIVE EFFORTS ON A REGIONAL BASIS. THE BASIC PURPOSE OF THE PROJECT WAS TO DEVELOP A REGIONAL CAREER EDUCATION MODEL WHICH MIGHT BE USED BY THE STATE AS A PATTERN. ADMINISTRATION, ELEMENTARY LEVEL, MIDDLE GRADES, AND THE HIGH SCHOOL AND POSTSECONDARY COMPONENTS ARE REVIEWED, ALONG WITH RECOMMENDATIONS FOR EACH COMPONENT. IT WAS SUGGESTED THAT SOME SPECIAL RECOGNITION, PERHAPS ON AN ANNUAL BASIS, BE GIVEN TO DIRECTORS, TEACHERS, COUNSELORS, AND RESOURCE PERSONS WHO HAVE DONE EXEMPLARY JOBS IN THE VARIOUS DISTRICTS. (MF)**

**VT 101 926**

**PERRY, LOUIS**

**PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.**

**BOWLING GREEN INDEPENDENT SCHOOL DISTRICT, KY.**

**KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. BUREAU OF VOCATIONAL EDUCATION.**

**MF AVAILABLE IN VT-ERIC SET.**

**PUB DATE - 30AUG74 100P.**

**DESCRIPTORS - \*CAREER EDUCATION; \*DEMONSTRATION PROGRAMS; STATE PROGRAMS; \*SCHOOL VISITATION; \*INSERVICE PROGRAMS; \*PARTICIPANT SATISFACTION  
IDENTIFIERS - \*BOWLING GREEN; KENTUCKY**

**ABSTRACT - CAREER EDUCATION IMPLEMENTATION IN THE BOWLING GREEN CITY SCHOOLS HAS COMPLETED ITS THIRD YEAR, WITH EMPHASIS ON THE COMPREHENSIVENESS OF THE CAREER**

**EDUCATION CONCEPTS, PARTICULARLY THE EXPLORATION PHASE. THIS EMPHASIS PROVIDED AN OPPORTUNITY FOR THE STATE OF KENTUCKY TO USE THE BOWLING GREEN SCHOOLS AS A DEMONSTRATION SITE. THROUGH THE DEMONSTRATION SITE USE AND A PLANNED SEQUENCE OF EDUCATIONAL EXPERIENCES FOR SITE VISITS, KENTUCKY EDUCATIONAL PERSONNEL HAVE BEEN ABLE TO GAIN KNOWLEDGE HELPFUL IN PROMOTING CAREER EDUCATION. THE PURPOSE OF THE VISITATION PROJECT WAS TO DISSEMINATE THE IDEAS AND TECHNIQUES BEING USED IN THE BOWLING GREEN CITY SCHOOLS TO OTHER EDUCATION SYSTEMS. PARTICIPANTS INCLUDED ADMINISTRATORS, SUPERVISORS, GUIDANCE COUNSELORS, TEACHERS, LIBRARIANS, AND OTHER PROFESSIONAL EDUCATION PERSONNEL FROM LOCAL EDUCATION AGENCIES IN THE STATE. AS A RESULT OF THE VISITATION PROJECT, BETWEEN 350 AND 400 EDUCATORS PARTICIPATED IN THE SITE VISITS TO THE NINE BOWLING GREEN CITY SCHOOLS. A POST-VISIT SURVEY INDICATED THAT 97.8 PERCENT OF THE PARTICIPANTS HAD A POSITIVE RESPONSE TO THE PROGRAM. PARTICIPANTS, MATERIALS RELATING TO THE VISITATIONS, AND SURVEY FORMS ARE APPENDED. (MF)**

**VT 101 927**

**NEWTON, MARK**

**RESEARCH RELATED TO THE REGIONAL CAREER EDUCATION DEVELOPMENT PROJECT. FINAL REPORT.**

**WESTERN KENTUCKY UNIV., BOWLING GREEN. CENTER FOR CAREER AND VOCATIONAL TEACHER EDUCATION. KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. BUREAU OF VOCATIONAL EDUCATION.**

**MF AVAILABLE IN VT-ERIC SET.**

**PUB DATE - 31JUL74 155P.**

**DESCRIPTORS - \*EDUCATIONAL RESEARCH; \*CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; RESEARCH METHODOLOGY; \*MEASUREMENT INSTRUMENTS; \*ATTITUDES; SURVEYS; SCHOOL DISTRICTS  
IDENTIFIERS - \*KENTUCKY**

**ABSTRACT - THIS RESEARCH REPORT**

REFLECTS THE RESULTS OF A 12-MONTH STUDY IN CONNECTION WITH THE DEVELOPMENT AND IMPLEMENTATION OF CAREER EDUCATION INTO THE PUBLIC SCHOOLS OF KENTUCKY'S VOCATIONAL REGION 3. MAJOR SOURCES OF DATA WERE SAMPLES OF TEACHERS, COUNSELORS, ADMINISTRATORS, PARENTS, AND PUPILS IN 10 SCHOOL DISTRICTS IN SEVEN NORTHWESTERN KENTUCKY COUNTIES. THE OBJECTIVE OF THE STUDY WAS TO PROVIDE AN EMPIRICAL DATA BASE FOR DECISIONS REGARDING CAREER EDUCATION PROGRAMS. THE STUDY HAD FOUR MAJOR PHASES: REVIEW OF RELATED LITERATURE, INSTRUMENT DEVELOPMENT, DATA COLLECTION, AND DATA ANALYSIS. FOUR SURVEY INSTRUMENTS AND ONE STRUCTURED INTERVIEW GUIDE WERE DEVELOPED. DATA FOR EACH SAMPLE GROUP AND THE HYPOTHESES TESTED ARE TABULATED AND DISCUSSED. FINDINGS ARE PRESENTED IN 53 SUMMARY STATEMENTS. THE SURVEY INSTRUMENTS, LETTERS, INTERVIEW GUIDE, AND REGRESSION ANALYSES ARE APPENDED. (MF)

VT 101 928

FARDIG, GLEN E.  
DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.

KENTUCKY UNIV., LEXINGTON.  
CURRICULUM DEVELOPMENT CENTER.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB75 34P.

DESCRIPTORS - \*PERFORMANCE BASED EDUCATION; VOCATIONAL EDUCATION; PROGRAM DEVELOPMENT; EDUCATIONAL PROGRAMS; \*INDIVIDUALIZED INSTRUCTION; \*INSTRUCTIONAL SYSTEMS; \*DELIVERY SYSTEMS; \*MODELS; SECONDARY EDUCATION; POST SECONDARY EDUCATION IDENTIFIERS - \*KENTUCKY

ABSTRACT - ONE OF THE PRIMARY EFFORTS IN MOVING TOWARD COMPETENCY-BASED EDUCATION HAS BEEN TO IDENTIFY A BROAD TOTAL PROGRAM MODEL AND A SPECIFIC INSTRUCTIONAL DELIVERY SYSTEM MODEL. THE MODELS

DESCRIBED HEREIN HAVE BEEN DERIVED FROM A VARIETY OF SOURCES AND DESIGNED TO BE APPROPRIATE TO THE NEEDS OF VOCATIONAL EDUCATION IN KENTUCKY. COMPETENCY-BASED VOCATIONAL EDUCATION PROGRAMS REQUIRE PERFORMANCE GOALS AGREED TO IN ADVANCE OF INSTRUCTION. INSTRUCTION IS INDIVIDUALIZED TO A LARGE EXTENT, EMPHASIS IS ON EXIT RATHER THAN ENTRANCE REQUIREMENTS, AND THE STUDENT IS CONSIDERED TO HAVE COMPLETED THE PROGRAM ONLY WHEN HE HAS DEMONSTRATED THE REQUIRED LEVEL OF COMPETENCY. IN CONTRAST TO TRADITIONAL PROGRAMS, IN THE COMPETENCY-BASED PROGRAM THE FACTOR OF TIME IS A VARIABLE AND DEMONSTRATED OCCUPATIONAL COMPETENCE IS A CONSTANT. COMPONENTS OF THE DELIVERY SYSTEM MODEL INCLUDE INSTRUCTIONAL OBJECTIVES, DEVELOPMENTAL HANDBOOK, STUDENT INSTRUCTIONAL MODULES, SUPPORTING INSTRUCTIONAL MATERIALS AND FACILITIES, TEACHERS' INSTRUCTIONAL HANDBOOK, AND TEACHER ORIENTATION. THE INDIVIDUAL STUDY MODULE INCLUDES RATIONALE, PERFORMANCE OBJECTIVES, LEARNING ACTIVITIES AND OPTIONS, FEEDBACK, ATTITUDINAL EXPERIENCES, AND FINAL ASSESSMENT PROCEDURES. A SAMPLE PROTOTYPE MODULE IS APPENDED. (MF)

VT 101 929

COMMUNICATIONS SKILLS WORKSHOP 1974 FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION INSTRUCTORS.

WISCONSIN UNIV. - STOUT, MENOMONIE.  
CENTER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 31JUL74 129P.

DESCRIPTORS - \*COMMUNICATION SKILLS; \*TEACHER WORKSHOPS; \*VOCATIONAL EDUCATION; \*TECHNICAL EDUCATION; \*ADULT EDUCATION IDENTIFIERS - WISCONSIN

ABSTRACT - THIS FINAL REPORT DESCRIBES THE COMMUNICATIONS SKILLS

WORKSHOP CONDUCTED FOR VOCATIONAL, TECHNICAL, AND ADULT EDUCATION TEACHERS IN WISCONSIN. THE WORKSHOP WAS TWO WEEKS OF INTENSIVE LEARNING ACTIVITIES WHICH WERE ESPECIALLY DEVELOPED AND SEQUENCED TO MEET THE NEEDS OF COMMUNICATIONS SKILLS TEACHERS IN WISCONSIN. A PROGRAM WAS DEVELOPED TO DEAL WITH CURRICULUM DEVELOPMENT AND INSTRUCTION IN COMMUNICATION SKILLS, EMPHASIZING HOW COMMUNICATION SKILLS RELATE TO OCCUPATIONAL AREAS, AND INDIVIDUALIZING INSTRUCTION. SPECIFIC TOPICS INCLUDED TASK ANALYSIS AND CURRICULUM DEVELOPMENT, CLASSROOM PRACTICES, THE DYSFUNCTIONAL COMMUNICATOR, AND INDIVIDUALIZED INSTRUCTION. FROM THE THREE EVALUATION INSTRUMENTS AND THE INFORMAL CONVERSATIONS, IT WAS LEARNED THAT THE PARTICIPANTS WERE PLEASED WITH THE EXPERIENCE, THAT SIGNIFICANT LEARNING HAD OCCURRED AND THAT THE WORKSHOP SHOULD BE HELD ANNUALLY. (AUTHOR/LJ)

#### VT 101 930

GUSTAFSON, RICHARD A., AND OTHERS  
CURRICULUM DEVELOPMENT COORDINATION  
FOR NEW HAMPSHIRE SECONDARY  
VOCATIONAL EDUCATION. FINAL REPORT.  
JULY 1, 1974 - SEPTEMBER 30, 1974.

KEENE STATE COLL., N.H.  
NEW HAMPSHIRE STATE DEPT. OF  
EDUCATION, CONCORD. VOCATIONAL-  
TECHNICAL EDUCATION DIV.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 26DEC74 35P.

DESCRIPTORS - \*CURRICULUM  
DEVELOPMENT; \*TASK ANALYSIS;  
\*VOCATIONAL EDUCATION; PROGRAM  
COORDINATION; SECONDARY GRADES;  
AREA VOCATIONAL SCHOOLS; PROGRAM  
PLANNING  
IDENTIFIERS - \*NEW HAMPSHIRE

ABSTRACT - THE NEW HAMPSHIRE  
CURRICULUM DEVELOPMENT COORDINATION  
PROJECT WAS DESIGNED TO ACCOMPLISH  
TWO OBJECTIVES: (1) TO PROVIDE  
INSERVICE TRAINING AND ON-GOING  
COORDINATION TO THE THREE  
CURRICULUM DEVELOPMENT PROJECTS

(NASHUA, DOVER, CONWAY) IN TASK  
ANALYSIS IN THE SUMMER OF 1974, AND  
(2) TO DEVELOP A LONG-RANGE PLAN  
FOR THE CURRICULUM DEVELOPMENT IN  
SECONDARY VOCATIONAL EDUCATION. THE  
FIRST OBJECTIVE ACHIEVED ONLY  
MARGINAL SUCCESS. FOUR SUB-PROJECTS  
IN OFFICE-BUSINESS AND HOTEL-MOTEL  
MANAGEMENT, TRADES AND INDUSTRY,  
ELECTRONICS-ELECTRICITY, AND  
DISTRIBUTIVE EDUCATION ARE  
DESCRIBED AND FUTURE APPROACHES AND  
ACTIVITIES BASED ON THE EXPERIENCES  
ARE RECOMMENDED. THE SECOND  
OBJECTIVE IS PRESENTED IN A DRAFT  
OF THE LONG-RANGE CURRICULUM PLAN.  
PHASE I OF THE PLAN PROPOSES TO  
DETERMINE THE "STATE OF THE ART" OF  
CURRICULUM DEVELOPMENT IN NEW  
HAMPSHIRE'S 20 AREA VOCATIONAL  
CENTERS SO THAT A STATEWIDE DESIGN  
MAY BE MADE. PHASE II OF THE PLAN  
DEVELOPS A PHILOSOPHY AND APPROACH  
TO CURRICULUM DEVELOPMENT FOR  
VOCATIONAL PROGRAMS, WITH SPECIFIC  
DETAILS OF THE DEVELOPMENT AND  
IMPLEMENTATION DEPENDING ON THE  
DATA GATHERED IN PHASE I. (MF)

#### VT 101 931

NEWTON, MARK  
RESEARCH RELATED TO BOWLING GREEN  
INDEPENDENT SCHOOL SYSTEM'S  
COMPREHENSIVE CAREER EDUCATION  
MODEL. FINAL REPORT.

WESTERN KENTUCKY UNIV., BOWLING  
GREEN. CENTER FOR CAREER AND  
VOCATIONAL TEACHER EDUCATION.  
KENTUCKY STATE DEPT. OF EDUCATION,  
FRANKFORT. BUREAU OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 31JUL74 125P.

DESCRIPTORS - \*CAREER EDUCATION;  
EDUCATIONAL RESEARCH; \*SCHOOL  
SURVEYS; TEACHER ATTITUDES;  
ADMINISTRATOR ATTITUDES; STUDENT  
OPINION; PARENT ATTITUDES; DATA  
COLLECTION; DATA ANALYSIS  
IDENTIFIERS - \*BOWLING GREEN  
INDEPENDENT SCHOOL DISTRICT;  
KENTUCKY

ABSTRACT - THIS STUDY WAS CONCERNED  
WITH INVESTIGATING THE DEVELOPMENT  
AND IMPLEMENTATION OF CAREER

EDUCATION ON A SYSTEM-WIDE BASIS, WITH THE BOWLING GREEN INDEPENDENT SCHOOL DISTRICT IN WARREN COUNTY, KENTUCKY, UTILIZED FOR STUDY. DATA COLLECTION INSTRUMENTS WERE DESIGNED TO SURVEY FIVE DIFFERENT GROUPS: TEACHERS, COUNSELORS, ADMINISTRATORS, PARENTS, AND STUDENTS. FINDINGS ARE PRESENTED IN 50 SUMMARY STATEMENTS. DIFFERENCES AMONG TEACHERS - ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL - WERE FOUND IN KNOWLEDGE OF CAREER EDUCATION, WITH HIGH SCHOOL TEACHERS HAVING THE LEAST KNOWLEDGE. NO SIGNIFICANT DIFFERENCE IN ATTITUDE TOWARD CAREER EDUCATION WAS NOTED, ALTHOUGH THERE WAS A RELATIONSHIP BETWEEN ATTITUDE AND KNOWLEDGE. ATTITUDE GENERALLY WAS FAVORABLE. YEARS OF EMPLOYMENT OUTSIDE OF EDUCATION APPEARED TO BE IMPORTANT FOR ADMINISTRATORS. ALMOST ALL OF THE RESPONDING PARENTS INDICATED THAT STUDENTS SHOULD BEGIN MAKING CAREER PLANS WHILE IN PUBLIC SCHOOL AND THAT EXPOSURE TO VARIOUS JOBS SHOULD BE PART OF THE REGULAR SCHOOL PROGRAM. THE MAJORITY OF STUDENTS ALSO INDICATED THAT EXPOSURE TO CAREER RESOURCE PERSONS AND FIELD TRIPS WERE BENEFICIAL AND WORTHWHILE. (MF)

#### VT 101 932

DUSTMAN, GLADYS E.

A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 15FEB74 40P.

DESCRIPTORS - \*EDUCATIONAL LEGISLATION; \*VOCATIONAL EDUCATION; HIGH SCHOOLS; \*STATE AID; \*EDUCATIONAL FINANCE; PROGRAM COORDINATION; PUBLIC RELATIONS IDENTIFIERS - \*INDIANA

ABSTRACT - VOCATIONAL EDUCATION ENROLLMENTS IN INDIANA HAVE INCREASED 89 PERCENT WHILE BOTH FEDERAL AND LOCAL FUNDS CANNOT BE INCREASED, LEAVING THE ONLY AVAILABLE SOURCE OF AID TO MEET THE

INCREASED NEED AT THE STATE LEVEL. ACCORDING TO THE BUREAU OF LABOR STATISTICS, BY 1980 EIGHT OUT OF 10 JOBS WILL NOT REQUIRE A FOUR-YEAR COLLEGE DIPLOMA. VOCATIONAL-TECHNICAL EDUCATIONAL PROGRAMS AT THE SECONDARY LEVEL THEREFORE DEMAND A NEW HIGHER PRIORITY. THIS IS THE REPORT OF THE COORDINATOR EMPLOYED ON JULY 2, 1973 FOR A PROJECT DESIGNED TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION IN INDIANA. MEETINGS WERE HELD WITH SCHOOL PERSONNEL, VOCATIONAL DIRECTORS, AND LEGISLATORS. AS A RESULT OF THE FIRST SIX MONTHS OF THE PROJECT A BILL WAS PRESENTED IN THE INDIANA HOUSE OF REPRESENTATIVES FOR CONSIDERATION IN THE JANUARY 1974 SESSION TO CREATE A HIGH SCHOOL VOCATIONAL DISTRIBUTION FUND. THE BILL AND PUBLICITY RELEASES ARE INCLUDED IN THE REPORT. (MF)

#### VT 101 933

THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.

NASH TECHNICAL INST., ROCKY MOUNT, N.C.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. OCCUPATIONAL RESEARCH UNIT.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 31DEC73 75P.

DESCRIPTORS - \*RESOURCE CENTERS; \*DISADVANTAGED GROUPS; \*HANDICAPPED; RURAL AREAS; EMPLOYMENT POTENTIAL; PROGRAM PLANNING; \*ADULT COUNSELING; \*VOCATIONAL REHABILITATION IDENTIFIERS - \*NORTH CAROLINA

ABSTRACT - THE OBJECTIVE OF THIS PROJECT IS TO ESTABLISH, OPERATE, AND DEMONSTRATE AN AREA OCCUPATIONAL EVALUATION RESOURCE OFFICE FOR THE OCCUPATIONALLY AND EMPLOYABLY DISADVANTAGED AND HANDICAPPED (OEDH) TO THE END THAT

ALL NINE INSTITUTIONS IN THE COMMUNITY COLLEGE SYSTEM LOCATED IN THE 20 EXTREME NORTHEASTERN COUNTIES OF NORTH CAROLINA WILL BE OPERATING THEIR OWN COMMUNITY OCCUPATIONAL EVALUATION CENTERS FOR THE OEDH BY NO LATER THAN JANUARY 1, 1977. THE PROJECT ALSO PROPOSES THE ESTABLISHMENT OF AN AREA OCCUPATIONAL EVALUATION RESOURCE OFFICE TO PROVIDE LEADERSHIP, EXPERTISE, AND COORDINATION OF SERVICES OF ALL EXISTING AGENCIES SERVING THE OEDH IN ORDER TO ESTABLISH THESE CENTERS. IT IS ANTICIPATED THAT EACH TECHNICAL INSTITUTE AND COMMUNITY COLLEGE IN THE ENTIRE SYSTEM WOULD SEND A REPRESENTATIVE TO A 24-WEEK WORKSHOP FOR ORIENTATION AND TRAINING IN PROGRAM DEVELOPMENT BEFORE THE END OF THE PROJECT. (AUTHOR/MF)

#### VT 101 934

RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. PROJECT V261049L. FINAL REPORT. EVALUATION. (2 DOCUMENTS)

MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEG-0-72-1195

PUB DATE - 31OCT73 206P.

DESCRIPTORS - \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; CURRICULUM DEVELOPMENT; INSERVICE TEACHER EDUCATION; VOCATIONAL COUNSELING; JOB PLACEMENT; PROGRAM EVALUATION IDENTIFIERS - WASHINGTON COUNTY; MARYLAND

ABSTRACT - THE OBJECTIVES OF MARYLAND'S RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION WERE: (1) TO DEVELOP A COMPREHENSIVE, TRANSPORTABLE CAREER EDUCATION MODEL K-12, (2) TO IMPLEMENT THE CAREER EDUCATION PLAN IN WASHINGTON COUNTY, (3) TO PROVIDE INSERVICE TRAINING FOR TEACHERS AND COUNSELORS, (4) TO PROVIDE

INCREASED OPPORTUNITIES FOR STUDENTS' DEVELOPMENT AND USE OF SELF-ASSESSMENT AND CAREER DECISION-MAKING SKILLS, (5) TO PROVIDE PLACEMENT AND FOLLOWUP SERVICES FOR ALL STUDENTS WHILE IN HIGH SCHOOL AND AFTER DEPARTURE FROM HIGH SCHOOL, AND (6) TO DISSEMINATE INFORMATION ABOUT CAREER EDUCATION TO INTERESTED AGENCIES. FOUR ELEMENTARY SCHOOLS WERE CHOSEN AS PILOT SCHOOLS AND SUPPLEMENTAL CURRICULUM MATERIALS WERE DEVELOPED. AFTER INSERVICE TRAINING FOR TEACHERS AND COUNSELORS, THE FIELD-TESTED AND REVISED CURRICULUM MATERIALS WERE SHARED AMONG ALLEGANY, GARRETT, AND WASHINGTON COUNTIES. A WORKSHOP, AN INDUSTRIAL VISITATION PROGRAM, AND OTHER OPERATIONS WERE DEVELOPED AND IMPLEMENTED. DETAILS OF AND MATERIALS FROM THE ELEMENTARY, MIDDLE SCHOOL, COUNSELING AND PLACEMENT, AND ADMINISTRATIVE COMPONENTS OF THE PROGRAM ARE INCLUDED IN THE EVALUATION DOCUMENT, ALONG WITH RECOMMENDATIONS FOR REPLICATION AND/OR CONTINUATION OF THE PLAN. (AUTHOR/MF)

#### VT 101 935

CEPHALIC PROJECT: CAREER EDUCATION PROJECT HELPING ALL IN COUNSELING. FINAL REPORT.

BALL STATE UNIV., MUNCIE, IND. DEPT. OF COUNSELING PSYCHOLOGY AND GUIDANCE SERVICES.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - OCT74 128P.

DESCRIPTORS - \*COUNSELOR TRAINING; \*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; COUNSELOR ATTITUDES; TEACHER ATTITUDES; INSERVICE PROGRAMS; INTERNSHIP PROGRAMS IDENTIFIERS - \*BALL STATE UNIVERSITY; INDIANA

ABSTRACT - THE PROJECT WAS EXEMPLARY AND HAD FOUR MAJOR OBJECTIVES: (1) AS A RESULT OF UPGRADING EXISTING CURRICULA IN

COUNSELOR EDUCATION AND BY DEVELOPING AND INTEGRATING CAREER DEVELOPMENT MATERIALS, COUNSELORS IN TRAINING DURING THE PROJECT WILL BE MORE KNOWLEDGEABLE ABOUT CAREER EDUCATION, (2) AS A RESULT OF FIELD INTERNSHIPS IN BUSINESS, INDUSTRY, AND GOVERNMENT, PRE-PROFESSIONAL AND PROFESSIONAL COUNSELORS WILL BE BETTER PREPARED TO WORK WITH STUDENTS AND PROSPECTIVE STUDENTS OF VOCATIONAL AND TECHNICAL EDUCATION, (3) AS A RESULT OF INSERVICE ACTIVITIES WITH THE COUNSELOR EDUCATION FACULTY, A MODIFICATION WILL OCCUR IN COUNSELOR EDUCATION, COURSE CONTENT, AND TEACHING APPROACHES TO INCLUDE A STRONGER EMPHASIS ON CAREER EDUCATION, AND (4) AS A RESULT OF INCREASED EMPHASIS ON CAREER EDUCATION, ADDITIONAL MATERIALS AND INSTRUCTIONAL MODELS RELATING TO CAREER EDUCATION WILL BE MADE AVAILABLE TO STUDENTS AND FACULTY. A HIGHLIGHT OF THE FINDINGS WAS THAT FACULTY ATTITUDES TOWARD CAREER EDUCATION CAN BECOME MORE POSITIVE IF APPROACHED CORRECTLY AND IF GIVEN SUFFICIENT TIME AND RESOURCES. SUPPLEMENTAL MATERIALS PREPARED AS PART OF THE PROJECT ARE APPENDED. (AUTHOR/MF)

#### VT 101 936

KAWATSKI, JEFFERY D.  
ANALYSIS OF THE DEMAND OF INDUSTRIES FOR A LIFT TRUCK MAINTENANCE TRAINING PROGRAM WITHIN VTAE DISTRICT 15. FINAL REPORT.

NORTH CENTRAL TECHNICAL INST.,  
WAUSAU, WIS.  
WISCONSIN STATE BOARD OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION, MADISON.; OFFICE OF  
EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN75 52P.

DESCRIPTORS - \*EDUCATIONAL NEEDS;  
SURVEYS; \*AUTO MECHANICS  
(OCCUPATION); \*EQUIPMENT  
MAINTENANCE; \*MACHINE REPAIRMEN  
IDENTIFIERS - \*TRUCKING INDUSTRY;  
NORTH CENTRAL WISCONSIN

ABSTRACT - THE PURPOSE OF THE STUDY

WAS TO IDENTIFY PRESENT AND FUTURE TRAINING NEEDS OF LIFT TRUCK MECHANICS IN ORDER TO DETERMINE THE NEED OF DEVELOPING AN EXTENSION PROGRAM IN LIFT TRUCK REPAIR AND MAINTENANCE. A SAMPLE OF COMPANIES IN THE AREA SERVED BY THE NORTH CENTRAL TECHNICAL INSTITUTE, WAUSAU, WISCONSIN, WHICH USE LIFT TRUCKS IN THEIR OPERATIONS WAS SURVEYED, USING THE PERSONAL INTERVIEW APPROACH TO IMPROVE VALIDITY AND INSURE RESPONSE. DATA WERE COLLECTED ON THE KINDS AND NUMBERS OF LIFT TRUCKS IN SERVICE; THE TYPES OF REPAIR AND MAINTENANCE DONE BY PLANT PERSONNEL AND THE NUMBER INVOLVED IN THE WORK, AND THE KIND OF TRAINING AND EXPERIENCE NEEDED TO UPGRADE LIFT TRUCK MECHANICS' SKILLS. RESULTS INDICATED THAT A LARGE MAJORITY OF THE COMPANY MAINTENANCE SUPERVISORS INTERVIEWED WERE IN FAVOR OF A TRAINING PROGRAM. ALMOST ALL OF THE COMPANIES WERE WILLING TO REIMBURSE POTENTIAL ENROLLEES FOR REGISTRATION FEES. IT WAS RECOMMENDED THAT TRADE EXTENSION COURSES BE CONDUCTED IN THE WAUSAU AREA BEGINNING IN THE FALL OF 1975. (MF)

#### VT 101 937

GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-1028 (361)  
PUB DATE - JUL74 172P.; SEE  
RELATED DOCUMENTS VT 101 938, 101  
939 AND 101 940 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*PROGRAM  
DESCRIPTIONS; \*URBAN SCHOOLS;  
\*DISADVANTAGED YOUTH; ELEMENTARY  
GRADES; SECONDARY GRADES;  
CURRICULUM DEVELOPMENT; COMMUNITY  
INVOLVEMENT  
IDENTIFIERS - \*SYRACUSE CITY SCHOOL  
DISTRICT; NEW YORK

ABSTRACT - THE FINAL REPORT OF THE

GUIDED OCCUPATIONAL ORIENTATION PROGRAM IN THE SYRACUSE CITY SCHOOL DISTRICT IS IN FOUR VOLUMES. VOLUME I PRESENTS A SUMMARY AND THE BODY OF THE REPORT COVERING THE TIME PERIOD FROM FEBRUARY 1, 1971 TO JULY 31, 1974. FOCUS OF THE PROJECT WAS ON SOCIALLY, ECONOMICALLY, AND ACADEMICALLY DISADVANTAGED YOUTH. GOALS AND OBJECTIVES OF THE PROJECT WERE TO PRESENT THE WORLD OF WORK AND CAREER PREPARATION TO YOUTH IN A REALISTIC WAY, TO PROVIDE INSERVICE PROGRAMS FOR EDUCATORS AND UNDERSTANDING TO PARENTS AND THE COMMUNITY, AND TO FIND MEANINGFUL JOB PLACEMENTS. COMMON PROCEDURES FOR STAFF SELECTION, MEETINGS, CONSULTANTS, AND BUSINESS AND INDUSTRY CONTACTS WERE IMPLEMENTED TO MAKE THE PROJECT OPERATIONAL ON THE ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL LEVELS. A TOTAL OF 39 SPECIFIC GOALS AND OBJECTIVES AND A TOTAL OF 48 PROCEDURES ARE DETAILED. RECOMMENDATIONS ARE BASED ON SPECIFIC CONCLUSIONS AFTER THREE YEARS' EXPERIENCE WITH THE PROJECT. (MF)

**VT 101 938**

HOLDER, HAROLD H., AND OTHERS  
GUIDED OCCUPATIONAL ORIENTATION  
PROJECT, SYRACUSE CITY SCHOOL  
DISTRICT. EVALUATION. FINAL REPORT.  
VOLUME II.

EDUCATIONAL SERVICES, INC., WACO,  
TEX.  
SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL74 49P.; SEE  
RELATED DOCUMENTS VT 101 937, 101  
939 AND 101 940 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*PROGRAM  
EVALUATION; ELEMENTARY GRADES;  
SECONDARY GRADES; SCHOOL  
ADMINISTRATION  
IDENTIFIERS - \*SYRACUSE CITY SCHOOL  
DISTRICT; NEW YORK

ABSTRACT - THE EVALUATION REPORT OF  
THE SYRACUSE CITY SCHOOL DISTRICT'S  
GUIDED OCCUPATIONAL ORIENTATION  
PROGRAM CONTAINS A HISTORY AND

BACKGROUND OF THE PROJECT;  
EVALUATION OF THE ELEMENTARY,  
JUNIOR HIGH, AND SENIOR HIGH  
PROGRAMS; COMMENTS ON PROJECT  
ADMINISTRATION AND STAFF; AND  
IMPLICATIONS AND RECOMMENDATIONS.  
MOST MAJOR PROJECT ACTIVITIES WILL  
CONTINUE OPERATIONS WITHIN THE  
SCHOOL DISTRICT SUPPORTED BY LOCAL  
FUNDS. THE ELEMENTARY PROGRAM WILL  
REMAIN ALMOST INTACT, WITH ITS  
CAREER CENTER AND THE SKILL VAN  
TRAINER MAINTAINED. THE JUNIOR HIGH  
PROGRAM SHOULD BE REEXAMINED  
BECAUSE STUDENT CHANGE DATA  
INDICATE THAT GOALS ARE NOT BEING  
MET. CAREER EDUCATION ALTERNATIVES  
IN THE SENIOR HIGH PROGRAM SHOULD  
BE EXPANDED AND GUIDANCE PERSONNEL  
INCREASED. AN OVERALL MASTER PLAN  
DEVELOPED BY THE EVALUATOR WITH  
PROJECT PERSONNEL AND SCHOOL  
DISTRICT ADMINISTRATORS IS INCLUDED  
IN THE DOCUMENT. (MF)

**VT 101 939**

GUIDED OCCUPATIONAL ORIENTATION  
PROGRAM. ELEMENTARY PROGRAM. FINAL  
REPORT. VOLUME III.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-1028 (361)  
PUB DATE - JUL74 344P.; SEE  
RELATED DOCUMENTS VT 101 937, 101  
938 AND 101 940 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*GRADE 5;  
\*GRADE 6; \*OCCUPATIONAL CLUSTERS;  
WORKBOOKS; TEACHING GUIDES  
IDENTIFIERS - \*SYRACUSE CITY SCHOOL  
DISTRICT; NEW YORK

ABSTRACT - VOLUME III OF THE  
SYRACUSE CITY SCHOOL DISTRICT'S  
FINAL REPORT ON ITS GUIDED  
OCCUPATIONAL ORIENTATION PROGRAM  
CONTAINS THE GRADE 5 STUDENT BOOK  
ON THE WORLD OF WORK; GRADE 6  
TEACHER'S MANUAL AND STUDENT BOOK  
ON OCCUPATIONAL CLUSTERS,  
INDIVIDUALIZED CAREER STUDIES, AND  
SKILL CENTER BOOKLET; AND UNITS ON  
A LIFE-CENTERED CURRICULUM, AN

EDUCATION FOR LIFE, AND CHANGING  
ROLES IN THE WORLD OF WORK. (MF)

**VT 101 940**

GUIDED OCCUPATIONAL ORIENTATION  
PROGRAM. SECONDARY PROGRAM. FINAL  
REPORT. VOLUME IV.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-0-71-1028 (361)

PUB DATE - JUL74 227P.; SEE  
RELATED DOCUMENTS VT 101 937, 101  
938 AND 101 939 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*SECONDARY  
GRADES; \*INTEGRATED CURRICULUM;  
\*OCCUPATIONAL CLUSTERS; WORK  
EXPERIENCE PROGRAMS; CAREER  
PLANNING; RESOURCE UNITS  
IDENTIFIERS - \*SYRACUSE CITY SCHOOL  
DISTRICT; NEW YORK

ABSTRACT - THE SECONDARY PROGRAM,  
VOLUME IV OF THE SYRACUSE CITY  
SCHOOL DISTRICT'S FINAL REPORT ON  
ITS GUIDED OCCUPATIONAL ORIENTATION  
PROGRAM, PRESENTS THE FOLLOWING  
MATERIALS IN SIX MAJOR SECTIONS:  
GOALS AND OBJECTIVES DESIGNED BY  
CAREER EDUCATION PERSONNEL AND  
THIRD PARTY EVALUATOR; JUNIOR-HIGH  
CAREER EDUCATION INTEGRATED  
CURRICULA; OPTIONS IN HIGH SCHOOL  
PROGRAM; COMMUNITY PROGRAMS FOR  
WORK EXPERIENCE; CAREERS IN  
PERSPECTIVE; AN EMPLOYABILITY  
ORIENTATION PROGRAM FOR HIGH SCHOOL  
STUDENTS; AND GENERAL SECONDARY  
MATERIALS. (MF)

**VT 101 941**

WARREN, DONALD R.; WAY, HAROLD N.  
AN EXPLORATORY STUDY OF PROGRAMMING  
FOR OCCUPATIONAL EDUCATION IN THE  
PAMLICO EDUCATIONAL SYSTEM.  
(OCCUPATIONAL EDUCATION RESEARCH  
PROJECT FINAL REPORT.)

PAMLICO TECHNICAL INST., ALLIANCE,  
N.C.; PAMLICO COUNTY SCHOOLS, N.C.  
NORTH CAROLINA STATE DEPT. OF  
PUBLIC INSTRUCTION, RALEIGH.  
OCCUPATIONAL RESEARCH UNIT.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 99P.

DESCRIPTORS - \*EDUCATIONAL  
COORDINATION; \*ARTICULATION  
(PROGRAM); \*PROGRAM COORDINATION;  
TECHNICAL INSTITUTES; HIGH SCHOOLS;  
COUNTY SCHOOL SYSTEMS; RURAL  
SCHOOLS; \*FACILITY UTILIZATION  
RESEARCH; EDUCATIONAL PLANNING  
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - THE PURPOSE OF THIS  
STUDY WAS TO INVESTIGATE THE  
PROGRAMMING PRACTICES OF PAMLICO  
(NORTH CAROLINA) TECHNICAL  
INSTITUTE (PTI) AND THEIR  
ARTICULATION WITH THE SECONDARY  
PUBLIC SYSTEM (GRADES 10-12) AT  
PAMLICO HIGH SCHOOL (PHS). IT WAS  
ASSUMED THAT INCREASED EFFICIENCY  
MIGHT RESULT FROM GREATER  
COORDINATION OF RESOURCES CURRENTLY  
AVAILABLE AT PTI AND PHS. PERSONNEL  
FROM PTI AND PHS USED THE  
EXAMINATION OF PROGRAMMING  
PRACTICES AT BOTH INSTITUTIONS AS  
ONE MEANS OF GENERATING  
RECOMMENDATIONS BY WHICH INCREASED  
COORDINATION MIGHT BE EFFECTED. A  
CONCEPT OF PROGRAMMING WAS  
DEVELOPED AND CONDITIONS WHICH  
APPEARED TO INHIBIT COORDINATION OF  
PROGRAMMING ACTIVITIES WERE  
IDENTIFIED. WAYS TO INCREASE  
COORDINATION WERE THEN RECOMMENDED.  
INCLUDED WITHIN THE SECTION ABOUT  
THE THEORETICAL ORIENTATION OF THE  
STUDY ARE BOTH THE MACROCONCEPT OF  
ORGANIZATIONS AND THE SOCIAL  
SYSTEMS CONCEPT USED IN THE STUDY.  
APPENDED ARE INSTRUMENTS USED IN  
THE STUDY AND DATA COLLECTED.  
(AUTHOR/LJ)

**VT 101 942**

CAREER EDUCATION MATERIAL DEVELOPED  
BY PONTIAC CAREER DEVELOPMENT  
PROGRAM.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

DEC-0-70-5183

PUB DATE - ND 341P.; SEE  
RELATED DOCUMENTS VT 101 943, 101

944, 101 945 AND 101 946 IN THIS ISSUE.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*CAREER AWARENESS; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; CLASS ACTIVITIES; ELEMENTARY SCHOOL STUDENTS; JUNIOR HIGH SCHOOL STUDENTS; INSTRUCTIONAL MATERIALS; STUDENT EVALUATION IDENTIFIERS - \*PONTIAC CITY SCHOOL DISTRICT; MICHIGAN

ABSTRACT - THIS SECTION OF THE PONTIAC CAREER DEVELOPMENT PROGRAM INCLUDES VARIOUS MATERIALS AND REPORTS PREPARED FOR K-3 ACTIVITIES, K-6 MODULE EVALUATION, AUTOMOBILE MANUFACTURING UNIT, HEALTH OCCUPATIONS UNIT, AND CAREER AWARENESS UNITS FOR GRADES 7 AND 8. (MF)

#### VT 101 943

ROCHOW, ROBERT J.  
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.

PONTIAC CITY SCHOOL DISTRICT, MICH. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-0-70-5183

PUB DATE - JUN73 75P.; SEE RELATED DOCUMENTS VT 101 942, 101 944, 101 945 AND 101 946 IN THIS ISSUE.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; \*INSERVICE PROGRAMS; PROGRAM DESCRIPTIONS; \*DELIVERY SYSTEMS IDENTIFIERS - \*PONTIAC CITY SCHOOL DISTRICT; MICHIGAN

ABSTRACT - THE PROCESS SECTION OF THE PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM CONTAINS: (1) PHILOSOPHICAL BASE FOR PONTIAC; (2) INSERVICE PROGRAMS - TEACHER, (3) PARENT ORGANIZATION PLAN, (4) ADMINISTRATORS, (5) COUNSELORS, (6) PARAPROFESSIONAL PROGRAM, (7) OUTSIDE SCHOOL DISTRICT PROGRAMS AND DISSEMINATION, AND (8) STUDENT

PROGRAMS. DELIVERY OR SUPPORT OF THE CAREER PROJECT TO THE VARIOUS POPULATIONS WAS GIVEN ON EITHER A SKILL LEVEL (INSERVICE) OR A FACT AND CONCEPT LEVEL (DISSEMINATION). (AUTHOR/MF)

#### VT 101 944

ROCHOW, ROBERT J.  
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.

PONTIAC CITY SCHOOL DISTRICT, MICH. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-0-70-5183

PUB DATE - JUN73 571P.; SEE RELATED DOCUMENTS VT 101 942, 101 943, 101 945 AND 101 946 IN THIS ISSUE.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; ELEMENTARY GRADES; SECONDARY GRADES; \*ACTIVITY UNITS; TEACHING PROCEDURES IDENTIFIERS - \*PONTIAC CITY SCHOOL DISTRICT; MICHIGAN

ABSTRACT - THE PRODUCT SECTION OF THE PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM PRESENTS MATERIALS DEVELOPED ON GRADE LEVEL ACTIVITIES, ROLE MODELS, FIELD TRIPS, UNIT DEVELOPMENT AND DELIVERY, AND PROGRAM AND UNIT DEVELOPMENT-SUPPORT. (AUTHOR/MF)

#### VT 101 945

ROCHOW, ROBERT J.  
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.

PONTIAC CITY SCHOOL DISTRICT, MICH. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-0-70-5183

PUB DATE - JUN73 267P.; SEE RELATED DOCUMENTS VT 101 942, 101 943, 101 944 AND 101 946 IN THIS ISSUE.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; VOCATIONAL MATURITY; \*OCCUPATIONAL CHOICE; COUNSELING; \*PROGRAM EVALUATION IDENTIFIERS - \*PONTIAC CITY SCHOOL DISTRICT; MICHIGAN.

ABSTRACT - THE EVALUATION SECTION OF THE PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM CONTAINS THESE DOCUMENTS; (1) A COMPARISON OF THE VOCATIONAL MATURITY OF SIXTH GRADE STUDENTS FROM A BLACK URBAN SCHOOL AND A CAUCASIAN SUBURBAN SCHOOL, BY LINDA PHILLIPS; (2) A STUDY OF OCCUPATIONAL CHOICE OF A MIDDLE-CLASS SUBURBAN SCHOOL POPULATION, BY CHRISTINE CONLEY; (3) RESULTS OF A PILOT PROJECT IN GROUP COUNSELING AIMED AT ENHANCING SELF CONCEPT AND BEHAVIOR OF BLACK SIXTH GRADE STUDENTS, BY BEVERLY WEISS; (4) A COMPARISON OF PUPIL GROWTH IN PONTIAC'S VOCATIONAL CAREER DEVELOPMENT PROGRAM WITH THE GINSBERG THEORY OF OCCUPATIONAL CHOICE, BY EDWARD L. PELKY AND THEODORE L. PLOUGHMAN; (5) PROCESS USED TO CONTINUE THE PONTIAC CAREER DEVELOPMENT PROGRAM IN PONTIAC; AND (6) PROGRAM EVALUATOR'S REPORT, BY DR. PLOUGHMAN. (AUTHOR/MF)

VT 101 946

ROCHOW, ROBERT J.  
PONTIAC VOCATIONAL CAREER  
DEVELOPMENT PROGRAM. INTERIM  
REPORT.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
OEC-0-70-5183

PUB DATE - JUN73 54P.; SEE  
RELATED DOCUMENTS VT 101 942, 101  
943, 101 944 AND 101 945 IN THIS  
ISSUE.

DESCRIPTORS - \*VOCATIONAL  
DEVELOPMENT; \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; ELEMENTARY  
GRADES; SECONDARY GRADES; PROGRAM  
DEVELOPMENT; PROGRAM CONTENT  
IDENTIFIERS - \*PONTIAC CITY SCHOOL  
DISTRICT; MICHIGAN

ABSTRACT - THE PONTIAC, MICHIGAN,  
VOCATIONAL CAREER DEVELOPMENT  
PROGRAM WAS AN EXEMPLARY PROJECT IN  
VOCATIONAL EDUCATION CONDUCTED  
DURING THE PERIOD AUGUST 31, 1970  
TO JUNE 29, 1973. GOALS OF THE  
PROJECT WERE: (1) TO PROVIDE  
ELEMENTARY AND SECONDARY STUDENTS  
WITH A BROAD OCCUPATIONAL  
ORIENTATION, (2) TO PROVIDE  
STUDENTS WITH WORK EXPERIENCE, (3)  
TO PROVIDE SPECIFIC TRAINING IN JOB  
ENTRY SKILLS, (4) TO PROVIDE  
INTENSIVE OCCUPATIONAL GUIDANCE,  
COUNSELING, AND INITIAL JOB  
PLACEMENT, (5) TO PROVIDE FOR THE  
CONTRACTOR TO CARRY ON THE PROGRAM  
AFTER FEDERAL ASSISTANCE IS  
TERMINATED, AND (6) TO SET UP A  
DISSEMINATION SYSTEM TO PROMOTE THE  
CONCEPT OF CAREER EDUCATION AND THE  
PONTIAC PROGRAM. SPECIFIC  
OBJECTIVES, PROCEDURES, AND  
ACCOMPLISHMENTS FOR EACH GOAL ARE  
PRESENTED FOR BOTH THE ELEMENTARY  
AND SECONDARY LEVELS. (AUTHOR/MF)

VT 101 947

ROWE, JOHN L.  
THE DEVELOPMENT OF TEACHING UNITS  
FOR OFFICE EDUCATION SIMULATED  
PROGRAMS FOR USE IN THE STATE OF  
NORTH DAKOTA. FINAL REPORT.

NORTH DAKOTA UNIV., GRAND FORKS.  
DEPT. OF BUSINESS AND VOCATIONAL  
EDUCATION.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 15JUN73 61P.; SEE  
RELATED DOCUMENT VT 101 948 IN THIS  
ISSUE.

DESCRIPTORS - \*OFFICE OCCUPATIONS  
EDUCATION; \*DEVELOPMENTAL PROGRAMS;  
INSTRUCTIONAL MATERIALS; \*OFFICE  
OCCUPATIONS; \*MODELS; \*OCCUPATIONAL  
CLUSTERS; SURVEYS; QUESTIONNAIRES  
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - THE PURPOSE OF THIS  
EXEMPLARY PROJECT IN VOCATIONAL  
EDUCATION FOR THE STATE OF NORTH  
DAKOTA WAS TO DEVELOP SIMULATED

OFFICE EDUCATION MATERIALS FOR USE IN BUSINESS AND VOCATIONAL OFFICE EDUCATION PROGRAMS. THE PROJECT PERIOD WAS FROM SEPTEMBER 1970 THROUGH JUNE 1973. "OCCUPATIONAL MODELS" WAS SELECTED AS THE IDENTIFYING NAME FOR THE CONCEPT DEVELOPED. EACH OF THE 24 MODELS CONTAINS TWO KITS, ONE FOR THE STUDENT-EMPLOYEE AND ONE FOR THE TEACHER-SUPERVISOR. A TEACHER'S MANUAL WAS WRITTEN TO ACCOMPANY THE MODELS. THESE 49 ITEMS COMPRISE THE LIBRARY OF NORTH DAKOTA OCCUPATIONAL/MODELS. OCCUPATIONAL MODELS ARE SELF-CONTAINED INSTRUCTIONAL PACKETS DEVELOPED FROM ACTUAL OFFICES TO DUPLICATE MANY OF THE SITUATIONS AND ACTIVITIES INVOLVING THE OFFICE EMPLOYEE. THEY PROVIDE A REALISTIC EDUCATIONAL EXPERIENCE FOR STUDENTS AND ALLOW THEM TO EXPLORE A VARIETY OF OFFICE CAREERS. THE THREE PHASES OF THE PROJECT-ORGANIZATION, DEVELOPMENT, AND DISTRIBUTION-ARE DESCRIBED IN THE REPORT, AS ARE SURVEYS MADE OF EMPLOYERS, EMPLOYEES, TEACHERS, AND STUDENTS. (MF)

VT 101 948

NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.

NORTH DAKOTA UNIV., GRAND FORKS. DEPT. OF BUSINESS AND VOCATIONAL EDUCATION.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - 73 105P.; SEE RELATED DOCUMENT VT 101 947 IN THIS ISSUE.

DESCRIPTORS - \*OFFICE OCCUPATIONS EDUCATION; \*TEACHING GUIDES; BUSINESS EDUCATION TEACHERS; \*OCCUPATIONAL CLUSTERS; \*OCCUPATIONAL INFORMATION; \*MODELS; SIMULATION; TESTING IDENTIFIERS - NORTH DAKOTA

ABSTRACT - NORTH DAKOTA

OCCUPATIONAL MODELS WERE DEVELOPED FROM ACTUAL OFFICES AND BUSINESSES IN THE STATE TO DUPLICATE REAL JOBS AND MATERIALS IN SUCH A MANNER THAT STUDENTS COULD WORK SEMI-INDEPENDENTLY. THE POSITION SIMULATION PACKETS PERMIT THE OCCUPATIONAL MODEL TO SUBSTITUTE FOR OR ENRICH THE COOPERATIVE OFFICE EXPERIENCE. A VARIETY OF SUGGESTIONS FOR ORIENTATION, CAREER EXPLORATION, AND IMPLEMENTATION OF THE MODEL PLAN ARE PRESENTED IN THIS TEACHERS' MANUAL. EACH ACTIVITY CITED HAS BEEN TESTED AND FOUND EFFECTIVE IN SCHOOL USE. FORMS AND EXAMPLES ARE INCLUDED FOR ORIENTATION, PUBLIC RELATIONS, EVALUATION, AND SIMULATION (INTERNAL OFFICE PROCEDURES). (MF)

VT 101 949

ALTSCHULD, JAMES W., AND OTHERS PRODUCT SERVICES MODULE. AN EVALUATION REPORT FOR THE OCCUPATIONAL EXPLORATION PROGRAM.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - NOV74 120P.

DESCRIPTORS - \*EVALUATION; \*ELECTRICAL OCCUPATIONS; ANALYSIS OF VARIANCE; \*OCCUPATIONAL INFORMATION; SIMULATION; \*ELECTRICAL APPLIANCE SERVICEMEN; GRADE 8; GRADE 9 IDENTIFIERS - CAREER EXPLORATION

ABSTRACT - THIS DOCUMENT CONSISTS OF A BRIEF DESCRIPTION OF A PRODUCT SERVICES MODULE AND THE EVALUATION OF THIS MODULE DURING THE PILOT TESTING PHASE. PRODUCT SERVICES HAS BEEN DEFINED AS AN EXTENSION OF THE MANUFACTURING PROCESS WHICH PROVIDES FOR THE INSTALLATION, MAINTENANCE, ALTERATION, AND REPAIR OF MAN-MADE ITEMS. BENCH ELECTRICAL REPAIR WAS THE TOPIC OF THIS MODULE. THE BULK OF THE DOCUMENT CONSISTS OF A DESCRIPTION OF THE EVALUATION PROCEDURES, THE RESULTS OF THE EVALUATION, AND A REVISER'S

INFORMATION SUMMARY. THE APPENDICES INCLUDE SAMPLES OF THE KNOWLEDGE TEST, ATTITUDE SCALE, AND STUDENT QUESTIONNAIRE USED IN THE EVALUATION. (AUTHOR/LJ)

VT 101 950

BREGMAN, RALPH, AND OTHERS  
THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - DEC74 41P.

DESCRIPTORS - \*SOCIAL ENVIRONMENT;  
\*VOCATIONAL EDUCATION; \*SOCIAL CHANGE; \*PUBLIC POLICY; \*STAFF ROLE; LEADERSHIP  
IDENTIFIERS - CALIFORNIA; JANUS REPORT

ABSTRACT - THIS REPORT PROVIDES RECOMMENDATIONS ON AND ANALYSIS OF THE FUTURE ROLES OF VOCATIONAL EDUCATORS IF THEY ARE TO APPROPRIATELY INTERFACE WITH THE SEVERAL MECHANISMS WHICH HAVE BEEN ON OR MAY BE CREATED BY LEGISLATION OR POLICY. THE EMPHASIS OF THE INTERFACE WOULD BE TO MAXIMIZE EFFECTIVENESS IN FACILITATING DELIVERY OF VOCATIONAL EDUCATION. TO DETERMINE THE SCOPE OF THE STUDY, RELATED LITERATURE WAS ANALYZED AND INTERVIEWS WERE CONDUCTED. AS A RESULT OF THESE ACTIVITIES, A LIST WAS PREPARED OF EXISTING AND PROPOSED MECHANISMS (ADVISORY COMMITTEES, COMMISSIONS, BOARDS) AT VARIOUS LEVELS OF BOTH GOVERNMENT AND EDUCATION THAT APPEARED TO HAVE DIRECT OR INDIRECT BEARING ON VOCATIONAL EDUCATION IN CALIFORNIA BUT GENERALIZEABLE TO OTHER STATES. FIVE MAIN RECOMMENDATIONS RESULTED FROM EXAMINATION OF THE MECHANISMS. A LIST OF REFERENCES, AN ANNOTATED COMPILATION OF THE MECHANISMS REVIEWED, AND A GLOSSARY ARE INCLUDED. (AUTHOR/LJ)

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## SUBJECT INDEX

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This index lists titles of documents under the major subject terms that have been assigned to characterize their contents. The subjects, which conform to those presented in the Thesaurus of ERIC Descriptors, are listed in alphabetical order.

As shown in the example below, the page on which the document abstract appears is displayed above the title.

### ACCIDENT PREVENTION

VT 100 011	3
UPS AND DOWNS: THE BASIC PRINCIPLES OF LADDER SAFETY.	

### ACCOUNTING

VT 100 009	3
BUDGETING AND SPENDING.	
VT 100 015	4
FARM RECORDS--A MANAGEMENT TOOL	
VT 100 144	37
CLIFFS KEYNOTE REVIEWS: ACCOUNTING.	

## SUBJECT INDEX

	PAGE		PAGE
<u>ABSTRACTS</u>		<u>ADULT BASIC EDUCATION</u>	
VT 101 899	707	VT 101 887	702
ABSTRACTS OF COMPLETED 1973-74 RESEARCH - EXEMPLARY PROJECTS.		A SURVEY OF ADULT AND CONTINUING EDUCATION PROGRAMS IN NEVADA. FISCAL YEAR 1973-74.	
VT 101 916	714	<u>ADULT COUNSELING</u>	
PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE--1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).		VT 101 933	722
<u>ACCOUNTING</u>		THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.	
VT 101 837	680	<u>ADULT EDUCATION</u>	
AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.		VT 101 929	720
<u>ACTIVITY UNITS</u>		COMMUNICATIONS SKILLS WORKSHOP 1974 FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION INSTRUCTORS.	
VT 101 801	666	<u>ADULT VOCATIONAL EDUCATION</u>	
PROJECT REAL: RELEVANT EDUCATION, ACTIVITY CENTERED LEARNING. EXPLORING THE WORLD OF CAREERS, GRADES 7 & 8. SUPPLEMENT TO TEACHERS' GUIDE; INSTRUCTIONAL UNITS.		VT 101 887	702
VT 101 944	727	A SURVEY OF ADULT AND CONTINUING EDUCATION PROGRAMS IN NEVADA. FISCAL YEAR 1973-74.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.		<u>AGENCY ROLE</u>	
<u>ADMINISTRATOR ATTITUDES</u>		VT 101 917	714
VT 101 883	700	ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.	
A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.		<u>AGRICULTURAL MACHINERY</u>	
<u>ADMINISTRATOR ROLE</u>		VT 101 872	696
VT 101 917	714	AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.	
ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.			

## SUBJECT INDEX

	PAGE		PAGE
<u>APTITUDE TESTS</u>		<u>ATTITUDES</u>	
VT 101 898	706	VT 101 927	719
A CONCURRENT VALIDITY STUDY RELATING THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY TO SUCCESS IN HIGH SCHOOL VOCATIONAL-TECHNICAL COURSES. AN ABSTRACT.		RESEARCH RELATED TO THE REGIONAL CAREER EDUCATION DEVELOPMENT PROJECT. FINAL REPORT.	
<u>AREA VOCATIONAL SCHOOLS</u>		<u>AUTO BODY REPAIRMEN</u>	
VT 101 903	708	VT 101 839	681
IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.		AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.	
<u>ARMED SERVICES VOCATIONAL APTITUDE BATTERY</u>		<u>AUTO MECHANICS (OCCUPATION)</u>	
VT 101 898	706	VT 101 840	682
A CONCURRENT VALIDITY STUDY RELATING THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY TO SUCCESS IN HIGH SCHOOL VOCATIONAL-TECHNICAL COURSES. AN ABSTRACT.		AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.	
<u>ARTICULATION (PROGRAM)</u>		VT 101 845	684
VT 101 941	726	AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.	
AN EXPLORATORY STUDY OF PROGRAMMING FOR OCCUPATIONAL EDUCATION IN THE PAMLICO EDUCATIONAL SYSTEM. (OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.)		VT 101 847	685
<u>ATTITUDE TESTS</u>		AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.	
VT 101 883	700	VT 101 936	724
A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.		ANALYSIS OF THE DEMAND OF INDUSTRIES FOR A LIFT TRUCK MAINTENANCE TRAINING PROGRAM WITHIN VTAE DISTRICT 15. FINAL REPORT.	
VT 101 910	711	<u>AUTO PARTS MEN</u>	
PROJECTIVE MEASURES OF INTERPERSONAL RELATIONSHIPS AND ATTITUDES TOWARD THE AIR FORCE.		VT 101 847	685
		AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.	
		VT 101 869	694
		AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.	
		<u>BAKERS</u>	
		VT 101 833	679
		AN ANALYSIS OF THE BAKING OCCUPATION.	
		<u>BALL STATE UNIVERSITY</u>	
		VT 101 935	723
		CEPHALIC PROJECT: CAREER EDUCATION PROJECT HELPING ALL IN COUNSELING. FINAL REPORT.	

## SUBJECT INDEX

	PAGE		PAGE
<u>BEHAVIOR CHANGE</u>		<u>BUSINESS ADMINISTRATION</u>	
VT 101 907	710	VT 101 810	669
GUIDELINES FOR MOTIVATIONAL MANAGEMENT.		PRE-POSTSECONDARY CURRICULUM GUIDE DEVELOPED FOR THE STATE DEPARTMENT OF VOCATIONAL EDUCATION.	
<u>BOOKKEEPING</u>		VT 101 828	676
VT 101 837	680	AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	
AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.			
<u>BOONE COUNTY</u>		<u>BUSINESS CORRESPONDENCE</u>	
VT 101 897	706	VT 101 867	693
A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.		AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.	
<u>BOWLING GREEN</u>		<u>BUSINESS EDUCATION</u>	
VT 101 811	670	VT 101 804	666
BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.		BUSINESS DATA PROCESSING. A TEACHER'S GUIDE.	
VT 101 926	719	<u>CAREER AWARENESS</u>	
PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.		VT 101 813	670
<u>BOWLING GREEN INDEPENDENT SCHOOL DISTRICT</u>		CAREER AWARENESS, GRADES 1-6 (GRADE 2).	
VT 101 924	718	VT 101 814	671
A COMPREHENSIVE CAREER EDUCATION MODEL GRADES ONE THROUGH FOURTEEN - A RESEARCH AND DEVELOPMENT PROJECT (BOWLING GREEN). EVALUATION REPORT.		CAREER AWARENESS, GRADES 1-6 (GRADE 3).	
VT 101 931	721	VT 101 815	671
RESEARCH RELATED TO BOWLING GREEN INDEPENDENT SCHOOL SYSTEM'S COMPREHENSIVE CAREER EDUCATION MODEL. FINAL REPORT.		CAREER AWARENESS, GRADES 1-6 (GRADE 4).	
<u>BUILDING IMPROVEMENT</u>		VT 101 816	672
VT 101 853	687	CAREER AWARENESS, GRADES 1-6 (GRADE 5).	
AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.		VT 101 942	726
<u>BUILDING TRADES</u>		CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.	
VT 101 853	687	<u>CAREER CHOICE</u>	
AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.		VT 101 905	709
		INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)	
		<u>CAREER EDUCATION</u>	
		VT 101 806	667
		CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL I JUNIOR HIGH.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 807	668	VT 101 883	700
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL II LOWER ELEMENTARY.		A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.	
VT 101 808	668	VT 101 890	703
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL III UPPER ELEMENTARY.		CAREER EDUCATION. A GUIDE TO THE 1972-1973 PILOT PROJECT.	
VT 101 809	669	VT 101 894	705
DEVELOPMENT OF A PRE-POSTSECONDARY CURRICULUM IN SOCIAL SCIENCE FOR HIGH SCHOOL GRADES 11 AND 12.		PROJECT VIGOR: VOCATIONAL CLUSTER EDUCATION, INTEGRATED AND ARTICULATED GRADES 1-14 WITH GUIDANCE SERVICES, OCCUPATIONAL EXPLORATION AND WORK EXPERIENCE RELEVANT TO GENERAL EDUCATION. THIRD INTERIM REPORT, APRIL 2, 1973.	
VT 101 810	669	VT 101 895	705
PRE-POSTSECONDARY CURRICULUM GUIDE DEVELOPED FOR THE STATE DEPARTMENT OF VOCATIONAL EDUCATION.		MARYLAND CAREER DEVELOPMENT PROJECT (K-ADULT). INTERIM REPORT. SEPTEMBER 1972.	
VT 101 811	670	VT 101 899	707
BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.		ABSTRACTS OF COMPLETED 1973-74 RESEARCH - EXEMPLARY PROJECTS.	
VT 101 813	670	VT 101 900	707
CAREER AWARENESS, GRADES 1-6 (GRADE 2).		THE NINTH GRADE CAREER EXPERIENCE: A MODEL FOR SECONDARY COUNSELORS AND ADMINISTRATORS.	
VT 101 814	671	VT 101 904	709
CAREER AWARENESS, GRADES 1-6 (GRADE 3).		AN EXEMPLARY PROGRAM IN OCCUPATIONAL EDUCATION FOR THE VETERAN. FINAL REPORT.	
VT 101 815	671	VT 101 912	712
CAREER AWARENESS, GRADES 1-6 (GRADE 4).		HUMAN AND COMPUTER ASSISTED CAREER ACHIEVEMENT SKILLS PROGRAM (FORMERLY CCEM COMPUTER ASSISTED GUIDANCE PROGRAM). PHASE III REPORT.	
VT 101 816	672	VT 101 913	712
CAREER AWARENESS, GRADES 1-6 (GRADE 5).		COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.	
VT 101 817	672	VT 101 915	713
CAREER EDUCATION IN LANGUAGE ARTS. A UNIT APPROACH. GRADES 7-9.		AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.	
VT 101 876	697		
RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.			
VT 101 879	699		
RESEARCH AND DEVELOPMENT IN CAREER EDUCATION. FINAL REPORT.			

## SUBJECT INDEX

	PAGE		PAGE
VT 101 919	715	VT 101 935	723
OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.		CEPHALIC PROJECT: CAREER EDUCATION PROJECT HELPING ALL IN COUNSELING. FINAL REPORT.	
VT 101 920	716	VT 101 937	724
EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.	
VT 101 923	717	VT 101 938	725
CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.		GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.	
VT 101 924	718	VT 101 939	725
A COMPREHENSIVE CAREER EDUCATION MODEL GRADES ONE THROUGH FOURTEEN - A RESEARCH AND DEVELOPMENT PROJECT (BOWLING GREEN). EVALUATION REPORT.		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. ELEMENTARY PROGRAM. FINAL REPORT. VOLUME III.	
VT 101 925	718	VT 101 940	726
CAREER EDUCATION DEVELOPMENT PROJECT. KENTUCKY VOCATIONAL EDUCATION REGION III (OWENSBORO). EVALUATION REPORT.		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.	
VT 101 926	719	VT 101 942	726
PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.		CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.	
VT 101 927	719	VT 101 943	727
RESEARCH RELATED TO THE REGIONAL CAREER EDUCATION DEVELOPMENT PROJECT. FINAL REPORT.		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.	
VT 101 931	721	VT 101 944	727
RESEARCH RELATED TO BOWLING GREEN INDEPENDENT SCHOOL SYSTEM'S COMPREHENSIVE CAREER EDUCATION MODEL. FINAL REPORT.		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.	
VT 101 934	723	VT 101 945	727
RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. PROJECT V261049L. FINAL REPORT. EVALUATION. (2 DOCUMENTS)		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.	
		VT 101 946	728
		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.	

## SUBJECT INDEX

	PAGE		PAGE
<u>CAREER PLANNING</u>		<u>CLOTHING MAINTENANCE SPECIALISTS</u>	
VT 101 878	698	VT 101 834	679
AN EIGHT DISTRICT PLANNING CONSORTIUM AND CAREER PREPARATION DELIVERY SYSTEM. INTERIM REPORT, AUGUST, 1973.		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
VT 101 894	705	<u>COLLEGE BOUND STUDENTS</u>	
PROJECT VIGOR: VOCATIONAL CLUSTER EDUCATION, INTEGRATED AND ARTICULATED GRADES 1-14 WITH GUIDANCE SERVICES, OCCUPATIONAL EXPLORATION AND WORK EXPERIENCE RELEVANT TO GENERAL EDUCATION. THIRD INTERIM REPORT, APRIL 2, 1973.		VT 101 809	669
		DEVELOPMENT OF A PRE-POSTSECONDARY CURRICULUM IN SOCIAL SCIENCE FOR HIGH SCHOOL GRADES 11 AND 12.	
		VT 101 810	669
		PRE-POSTSECONDARY CURRICULUM GUIDE DEVELOPED FOR THE STATE DEPARTMENT OF VOCATIONAL EDUCATION.	
<u>CAREERS</u>		<u>COMMERCIAL ART</u>	
VT 101 801	666	VT 101 842	683
PROJECT REAL: RELEVANT EDUCATION, ACTIVITY CENTERED LEARNING. EXPLORING THE WORLD OF CAREERS, GRADES 7 & 8. SUPPLEMENT TO TEACHERS' GUIDE; INSTRUCTIONAL UNITS.		AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.	
<u>CARPENTERS</u>		<u>COMMUNICATION SKILLS</u>	
VT 101 841	682	VT 101 929	720
AN ANALYSIS OF THE CARPENTRY OCCUPATION.		COMMUNICATIONS SKILLS WORKSHOP 1974 FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION INSTRUCTORS.	
<u>CLASSROOM GAMES</u>		<u>COMMUNITY COLLEGES</u>	
VT 101 803	666	VT 101 886	701
SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.		COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) 1973-74 REPORT.	
<u>CLERICAL OCCUPATIONS</u>		VT 101 901	707
VT 101 829	677	A HANDBOOK FOR COOPERATIVE EDUCATION STUDENTS.	
AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.		<u>COMMUNITY INVOLVEMENT</u>	
VT 101 830	677	VT 101 897	706
AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.		A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.	
<u>CLERICAL WORKERS</u>			
VT 101 865	693		
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.			

## SUBJECT INDEX

	PAGE		PAGE
<u>COMPREHENSIVE HIGH SCHOOLS</u>		<u>COSTS</u>	
VT 101 878	698	VT 101 902	708
AN EIGHT DISTRICT PLANNING CONSORTIUM AND CAREER PREPARATION DELIVERY SYSTEM. INTERIM REPORT, AUGUST, 1973.		COSTS OF EDUCATIONAL ACCOUNTABILITY - A MARYLAND EXPLORATORY STUDY.	
<u>COMPUTER ASSISTED INSTRUCTION</u>		<u>COUNSELOR TRAINING</u>	
VT 101 913	712	VT 101 935	723
COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		CEPHALIC PROJECT: CAREER EDUCATION PROJECT HELPING ALL IN COUNSELING. FINAL REPORT.	
<u>COMPUTER ORIENTED PROGRAMS</u>		<u>COURSE CONTENT</u>	
VT 101 804	666	VT 101 818	672
BUSINESS DATA PROCESSING. A TEACHER'S GUIDE.		FOOD SERVICE--COURSES OF STUDY, GRADES 11-12.	
<u>COMPUTER PROGRAMS</u>		VT 101 877	698
VT 101 896	705	COURSE CONTENT AND PROGRAM EVALUATION MODEL. FINAL REPORT.	
COMPUTER SERVICES SYSTEMS DEVELOPMENT TO COORDINATE MANPOWER NEEDS WITH OCCUPATIONAL TRAINING PROGRAMS. OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.		<u>COURSE DESCRIPTIONS</u>	
<u>CONCEPTUAL SCHEMES</u>		VT 101 819	673
VT 101 890	703	CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.	
CAREER EDUCATION. A GUIDE TO THE 1972-1973 PILOT PROJECT.		<u>COURSE EVALUATION</u>	
<u>CONSORTIA</u>		VT 101 893	704
VT 101 878	698	EVALUATION OF PSYCHOLOGY OF HUMAN RELATIONS. FINAL REPORT.	
AN EIGHT DISTRICT PLANNING CONSORTIUM AND CAREER PREPARATION DELIVERY SYSTEM. INTERIM REPORT, AUGUST, 1973.		<u>COURSE OBJECTIVES</u>	
<u>CONSUMER EDUCATION</u>		VT 101 882	700
VT 101 882	700	CONCEPTS, TOPICS AND OBJECTIVES FOR CONSUMER EDUCATION, K-ADULT.	
CONCEPTS, TOPICS AND OBJECTIVES FOR CONSUMER EDUCATION, K-ADULT.		<u>CREDIT (FINANCE)</u>	
<u>COOPERATIVE EDUCATION</u>		VT 101 849	686
VT 101 901	707	AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.	
A HANDBOOK FOR COOPERATIVE EDUCATION STUDENTS.			

## SUBJECT INDEX

	PAGE		PAGE
<u>CURRICULUM DEVELOPMENT</u>		<u>DEMONSTRATION PROGRAMS</u>	
VT 101 884	701	VT 101 926	719
MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION. ANNUAL REPORT. FISCAL YEAR 1974.		PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.	
VT 101 897	706	<u>DEVELOPMENTAL PROGRAMS</u>	
A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.		VT 101 817	672
VT 101 930	721	CAREER EDUCATION IN LANGUAGE ARTS. A UNIT APPROACH. GRADES 7-9.	
CURRICULUM DEVELOPMENT COORDINATION FOR NEW HAMPSHIRE SECONDARY VOCATIONAL EDUCATION. FINAL REPORT. JULY 1, 1974 - SEPTEMBER 30, 1974.		VT 101 876	697
		RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.	
<u>CURRICULUM GUIDES</u>		VT 101 892	704
VT 101 802	666	CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.	
TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. VOLUME 2.		VT 101 895	705
VT 101 821	673	MARYLAND CAREER DEVELOPMENT PROJECT (K-ADULT). INTERIM REPORT. SEPTEMBER 1972.	
LAW ENFORCEMENT CURRICULUM.		VT 101 899	707
<u>DATA PROCESSING OCCUPATIONS</u>		ABSTRACTS OF COMPLETED 1973-74 RESEARCH - EXEMPLARY PROJECTS.	
VT 101 836	680	VT 101 900	707
AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.		THE NINTH GRADE CAREER EXPERIENCE: A MODEL FOR SECONDARY COUNSELORS AND ADMINISTRATORS.	
<u>DELIVERY SYSTEMS</u>		VT 101 903	708
VT 101 878	698	IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.	
AN EIGHT DISTRICT PLANNING CONSORTIUM AND CAREER PREPARATION DELIVERY SYSTEM. INTERIM REPORT, AUGUST, 1973.		VT 101 904	709
VT 101 928	720	AN EXEMPLARY PROGRAM IN OCCUPATIONAL EDUCATION FOR THE VETERAN. FINAL REPORT.	
DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.		VT 101 919	715
VT 101 943	727	OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.		VT 101 920	716
		EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 934	723	VT 101 947	728
RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. PROJECT V261049L. FINAL REPORT. EVALUATION. (2 DOCUMENTS)		THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.	
VT 101 935	723	<u>DIESEL ENGINES</u>	
CEPHALIC PROJECT: CAREER EDUCATION PROJECT HELPING ALL IN COUNSELING. FINAL REPORT.		VT 101 845	684
VT 101 937	724	AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.		<u>DISADVANTAGED GROUPS</u>	
VT 101 938	725	VT 101 933	722
GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.		THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.	
VT 101 939	725	<u>DISADVANTAGED YOUTH</u>	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. ELEMENTARY PROGRAM. FINAL REPORT. VOLUME III.		VT 101 937	724
VT 101 940	726	GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.		<u>DISTRIBUTIVE EDUCATION</u>	
VT 101 942	726	VT 101 802	666
CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.		TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. VOLUME 2.	
VT 101 943	727	VT 101 803	666
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.		SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.	
VT 101 944	727	VT 101 875	697
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.		CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.	
VT 101 945	727	<u>DRAFTING</u>	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.		VT 101 844	683
VT 101 946	728	AN ANALYSIS OF THE DRAFTING OCCUPATION.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.		<u>DRAFTSMEN</u>	
		VT 101 844	683
		AN ANALYSIS OF THE DRAFTING OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
<u>EDUCATIONAL ACCOUNTABILITY</u>		<u>EDUCATIONAL LEGISLATION</u>	
VT 101 820	673	VT 101 888	702
TEACHERS' ACCOUNTABILITY TO STUDENTS. SYLLABUS FOR 1971 CONFERENCE. WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION. TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS EDUCATION.		DEVELOPMENT OF FEDERAL LEGISLATION MODEL FOR VOCATIONAL EDUCATION.	
VT 101 902	708	VT 101 932	722
COSTS OF EDUCATIONAL ACCOUNTABILITY - A MARYLAND EXPLORATORY STUDY.		A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.	
<u>EDUCATIONAL ASSESSMENT</u>		<u>EDUCATIONAL NEEDS</u>	
VT 101 886	701	VT 101 896	705
COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) 1973-74 REPORT.		COMPUTER SERVICES SYSTEMS DEVELOPMENT TO COORDINATE MANPOWER NEEDS WITH OCCUPATIONAL TRAINING PROGRAMS. OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.	
<u>EDUCATIONAL ATTITUDES</u>		VT 101 936	724
VT 101 883	700	ANALYSIS OF THE DEMAND OF INDUSTRIES FOR A LIFT TRUCK MAINTENANCE TRAINING PROGRAM WITHIN VTAE DISTRICT 15. FINAL REPORT.	
A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.		<u>EDUCATIONAL PLANNING</u>	
<u>EDUCATIONAL CHANGE</u>		VT 101 897	706
VT 101 915	713	A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.	
AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.		<u>EDUCATIONAL POLICY</u>	
<u>EDUCATIONAL COORDINATION</u>		VT 101 915	713
VT 101 941	726	AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.	
AN EXPLORATORY STUDY OF PROGRAMMING FOR OCCUPATIONAL EDUCATION IN THE PAMLICO EDUCATIONAL SYSTEM. (OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.)		<u>EDUCATIONAL PROGRAMS</u>	
<u>EDUCATIONAL FINANCE</u>		VT 101 811	670
VT 101 932	722	BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.	
A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.		VT 101 887	702
		A SURVEY OF ADULT AND CONTINUING EDUCATION PROGRAMS IN NEVADA. FISCAL YEAR 1973-74.	

## SUBJECT INDEX

PAGE

PAGE

EDUCATIONAL RESEARCH

- VT 101 879 699  
RESEARCH AND DEVELOPMENT IN  
CAREER EDUCATION. FINAL  
REPORT.
- VT 101 884 701  
MISSISSIPPI RESEARCH AND  
CURRICULUM UNIT FOR  
VOCATIONAL-TECHNICAL  
EDUCATION. ANNUAL REPORT.  
FISCAL YEAR 1974.
- VT 101 914 713  
SEMIANNUAL REPORT ON STATE  
RESEARCH COORDINATING UNIT  
ACTIVITIES FOR THE PERIOD  
JANUARY 1, 1974 - JUNE 30,  
1974.
- VT 101 916 714  
PROCEEDINGS, NATIONAL RCU  
PERSONNEL CONFERENCE: THE  
SCORE AFTER NINE--1965-1974  
(9TH, SCOTTSDALE, ARIZONA,  
MARCH 18-21, 1974).
- VT 101 918 715  
RESEARCH PRIORITIES IN POST  
SECONDARY VOCATIONAL,  
TECHNICAL AND ADULT EDUCATION  
IN WISCONSIN FOR 1975-1977.
- VT 101 927 719  
RESEARCH RELATED TO THE  
REGIONAL CAREER EDUCATION  
DEVELOPMENT PROJECT. FINAL  
REPORT.

ELECTRICAL APPLIANCE SERVICEMEN

- VT 101 949 729  
PRODUCT SERVICES MODULE. AN  
EVALUATION REPORT FOR THE  
OCCUPATIONAL EXPLORATION  
PROGRAM.

ELECTRICAL OCCUPATIONS

- VT 101 858 690  
AN ANALYSIS OF THE RESIDENTIAL  
ELECTRICITY OCCUPATION.
- VT 101 949 729  
PRODUCT SERVICES MODULE. AN  
EVALUATION REPORT FOR THE  
OCCUPATIONAL EXPLORATION  
PROGRAM.

ELECTRICIANS

- VT 101 858 690  
AN ANALYSIS OF THE RESIDENTIAL  
ELECTRICITY OCCUPATION.

ELECTRONIC DATA PROCESSING

- VT 101 804 666  
BUSINESS DATA PROCESSING. A  
TEACHER'S GUIDE.

ELEMENTARY SCHOOL STUDENTS

- VT 101 807 668  
CAREER ACHIEVEMENT SKILLS  
TRAINING PROGRAM. LESSON PLAN  
MANUAL II LOWER ELEMENTARY.
- VT 101 808 668  
CAREER ACHIEVEMENT SKILLS  
TRAINING PROGRAM. LESSON PLAN  
MANUAL III UPPER ELEMENTARY.

ELEMENTARY SECONDARY EDUCATION

- VT 101 912 712  
HUMAN AND COMPUTER ASSISTED  
CAREER ACHIEVEMENT SKILLS  
PROGRAM (FORMERLY CCEM  
COMPUTER ASSISTED GUIDANCE  
PROGRAM). PHASE III REPORT.

ENROLLMENT

- VT 101 887 702  
A SURVEY OF ADULT AND  
CONTINUING EDUCATION PROGRAMS  
IN NEVADA. FISCAL YEAR  
1973-74.

ENTREPRENEURS

- VT 101 828 676  
AN ANALYSIS OF THE SMALL  
BUSINESS MANAGING OCCUPATION.

EQUIPMENT MAINTENANCE

- VT 101 936 724  
ANALYSIS OF THE DEMAND OF  
INDUSTRIES FOR A LIFT TRUCK  
MAINTENANCE TRAINING PROGRAM  
WITHIN VTAE DISTRICT 15. FINAL  
REPORT.

## SUBJECT INDEX

	PAGE		PAGE
<u>EVALUATION</u>		<u>FINANCE OCCUPATIONS</u>	
VT 101 949	729	VT 101 848	685
PRODUCT SERVICES MODULE. AN EVALUATION REPORT FOR THE OCCUPATIONAL EXPLORATION PROGRAM.		AN ANALYSIS OF THE BANK TELLER OCCUPATION.	
<u>EVALUATION METHODS</u>		<u>FLORICULTURE</u>	
VT 101 885	701	VT 101 861	691
COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) REPORT: SYSTEM RELIABILITY STUDY.		AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	
VT 101 909	711	VT 101 863	692
THE EVALUATION PROCESS IN EDUCATION: COMMUNICATION OR CONTROL.		AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	
<u>FACILITY UTILIZATION RESEARCH</u>		<u>FOLLOWUP STUDIES</u>	
VT 101 941	726	VT 101 880	699
AN EXPLORATORY STUDY OF PROGRAMMING FOR OCCUPATIONAL EDUCATION IN THE PAMLICO EDUCATIONAL SYSTEM. (OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.)		HEALTH OCCUPATIONS FOLLOW-UP.	
<u>FAMILY ATTITUDES</u>		<u>FOOD SERVICE OCCUPATIONS</u>	
VT 101 905	709	VT 101 818	672
INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)		FOOD SERVICE--COURSES OF STUDY, GRADES 11-12.	
<u>FEDERAL LEGISLATION</u>		VT 101 833	679
VT 101 888	702	AN ANALYSIS OF THE BAKING OCCUPATION.	
DEVELOPMENT OF FEDERAL LEGISLATION MODEL FOR VOCATIONAL EDUCATION.		<u>FORMATIVE EVALUATION</u>	
VT 101 889	702	VT 101 912	712
LEARNING A LIVING ACROSS THE NATION. VOLUME III. PROJECT BASELINE, THIRD NATIONAL REPORT. BASELINE YEAR: 1972-73 (FISCAL YEAR 1973). PART I: NARRATIVE REPORT. PART 2: STATISTICAL ALMANAC.		HUMAN AND COMPUTER ASSISTED CAREER ACHIEVEMENT SKILLS PROGRAM (FORMERLY CCEM COMPUTER ASSISTED GUIDANCE PROGRAM). PHASE III REPORT.	
		<u>GOVERNMENT EMPLOYEES</u>	
		VT 101 819	673
		CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.	
		<u>GRADE 5</u>	
		VT 101 939	725
		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. ELEMENTARY PROGRAM. FINAL REPORT. VOLUME III.	

## SUBJECT INDEX

PAGE

PAGE

GRADE 6

VT 101 939

725

GUIDED OCCUPATIONAL  
ORIENTATION PROGRAM.  
ELEMENTARY PROGRAM. FINAL  
REPORT. VOLUME III.

GRADE 7

VT 101 801

666

PROJECT REAL: RELEVANT  
EDUCATION, ACTIVITY CENTERED  
LEARNING. EXPLORING THE WORLD  
OF CAREERS, GRADES 7 & 8.  
SUPPLEMENT TO TEACHERS' GUIDE;  
INSTRUCTIONAL UNITS.

VT 101 817

672

CAREER EDUCATION IN LANGUAGE  
ARTS. A UNIT APPROACH. GRADES  
7-9.

GRADE 8

VT 101 801

666

PROJECT REAL: RELEVANT  
EDUCATION, ACTIVITY CENTERED  
LEARNING. EXPLORING THE WORLD  
OF CAREERS, GRADES 7 & 8.  
SUPPLEMENT TO TEACHERS' GUIDE;  
INSTRUCTIONAL UNITS.

GRADE 9

VT 101 900

707

THE NINTH GRADE CAREER  
EXPERIENCE: A MODEL FOR  
SECONDARY COUNSELORS AND  
ADMINISTRATORS.

GRADING

VT 101 822

674

A GUIDE TO GRADING FEATURES IN  
SOUTHERN PINE LOGS AND TREES.

GROUP ACTIVITIES

VT 101 922

717

AN APPRAISAL OF GROUP PROJECT  
EFFECTIVENESS IN VOCATIONAL  
SUBJECTS CONDUCTED AS A PART  
OF THE GRADUATE STUDENT  
RESEARCH GRANT, PROJECT NO.  
19-151-223. FINAL REPORT.

GUIDELINES

VT 101 820

673

TEACHERS' ACCOUNTABILITY TO  
STUDENTS. SYLLABUS FOR 1971  
CONFERENCE. WASHINGTON STATE  
COORDINATING COUNCIL FOR  
OCCUPATIONAL EDUCATION. TRADE,  
INDUSTRIAL, TECHNICAL AND  
HEALTH OCCUPATIONS EDUCATION.

GUIDES

VT 101 822

674

A GUIDE TO GRADING FEATURES IN  
SOUTHERN PINE LOGS AND TREES.

HANDICAPPED

VT 101 933

722

THE PLANNING OF AN AREA  
OCCUPATIONAL EVALUATION  
PROGRAM FOR THE DISADVANTAGED  
AND HANDICAPPED IN NORTH  
CAROLINA MULTI-COUNTY PLANNING  
REGIONS L, Q, AND R. FINAL  
REPORT.

HEALTH OCCUPATIONS EDUCATION

VT 101 880

699

HEALTH OCCUPATIONS FOLLOW-UP.

HIGH SCHOOL CURRICULUM

VT 101 809

669

DEVELOPMENT OF A  
PRE-POSTSECONDARY CURRICULUM  
IN SOCIAL SCIENCE FOR HIGH  
SCHOOL GRADES 11 AND 12.

VT 101 810

669

PRE-POSTSECONDARY CURRICULUM  
GUIDE DEVELOPED FOR THE STATE  
DEPARTMENT OF VOCATIONAL  
EDUCATION.

HIGH SCHOOL STUDENTS

VT 101 898

706

A CONCURRENT VALIDITY STUDY  
RELATING THE ARMED SERVICES  
VOCATIONAL APTITUDE BATTERY TO  
SUCCESS IN HIGH SCHOOL  
VOCATIONAL-TECHNICAL COURSES.  
AN ABSTRACT.

## SUBJECT INDEX

	PAGE		PAGE
<u>HORTICULTURE</u>		<u>INNER CITY</u>	
VT 101 872	696	VT 101 919	715
AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.		OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.	
<u>HOUSING MANAGEMENT AIDES</u>		VT 101 920	716
VT 101 826	676	EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.	
AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.		<u>INSERVICE EDUCATION</u>	
<u>HUMAN RELATIONS UNITS</u>		VT 101 805	667
VT 101 893	704	STAFF INSERVICE TRAINING PROGRAM MANUAL. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.	
EVALUATION OF PSYCHOLOGY OF HUMAN RELATIONS. FINAL REPORT.		<u>INSERVICE PROGRAMS</u>	
<u>INDIANA</u>		VT 101 819	673
VT 101 932	722	CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.	
A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.		VT 101 926	719
<u>INDIVIDUALIZED INSTRUCTION</u>		PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.	
VT 101 928	720	VT 101 943	727
DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.	
<u>INDUSTRIAL PERSONNEL</u>		<u>INSTRUCTIONAL MATERIALS</u>	
VT 101 870	695	VT 101 818	672
AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.		FOOD SERVICE--COURSES OF STUDY, GRADES 11-12.	
<u>INDUSTRIAL TRAINING</u>		VT 101 821	673
VT 101 891	703	LAW ENFORCEMENT CURRICULUM.	
TRAINING AND TECHNOLOGY. A SYSTEMS APPROACH FOR INDUSTRIAL TRAINING.		<u>INSTRUCTIONAL SYSTEMS</u>	
<u>INFORMATION SYSTEMS</u>		VT 101 928	720
VT 101 896	705	DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.	
COMPUTER SERVICES SYSTEMS DEVELOPMENT TO COORDINATE MANPOWER NEEDS WITH OCCUPATIONAL TRAINING PROGRAMS. OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.		<u>INSURANCE OCCUPATIONS</u>	
		VT 101 823	674
		AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 871	695	<u>INVESTIGATIONS</u>	
AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.		VT 101 849	686
<u>INTEGRATED CURRICULUM</u>		AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.	
VT 101 894	705	<u>JOB PLACEMENT</u>	
PROJECT VIGOR: VOCATIONAL CLUSTER EDUCATION, INTEGRATED AND ARTICULATED GRADES 1-14 WITH GUIDANCE SERVICES, OCCUPATIONAL EXPLORATION AND WORK EXPERIENCE RELEVANT TO GENERAL EDUCATION. THIRD INTERIM REPORT, APRIL 2, 1973.		VT 101 903	708
VT 101 940	726	IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.		<u>JOB SATISFACTION</u>	
<u>INTERACTION</u>		VT 101 905	709
VT 101 921	716	INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)	
AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.		<u>JOB SKILLS</u>	
<u>INTERACTION PROCESS ANALYSIS</u>		VT 101 823	674
VT 101 906	710	AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.	
INTERPERSONAL POWER RELATIONSHIPS (AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).		VT 101 824	675
<u>INTERPERSONAL RELATIONSHIP</u>		AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)	
VT 101 906	710	VT 101 825	675
INTERPERSONAL POWER RELATIONSHIPS (AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).		AN ANALYSIS OF THE PURCHASING OCCUPATION.	
VT 101 910	711	VT 101 826	676
PROJECTIVE MEASURES OF INTERPERSONAL RELATIONSHIPS AND ATTITUDES TOWARD THE AIR FORCE.		AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.	
		VT 101 827	676
		AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	
		VT 101 828	676
		AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	
		VT 101 829	677
		AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.	
		VT 101 830	677
		AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.	
		VT 101 831	678
		AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 832	678	VT 101 849	686
AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.		AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.	
VT 101 833	679	VT 101 850	686
AN ANALYSIS OF THE BAKING OCCUPATION.		AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.	
VT 101 835	680	VT 101 851	686
AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.		AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.	
VT 101 836	680	VT 101 852	687
AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.		AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.	
VT 101 837	680	VT 101 853	687
AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.		AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.	
VT 101 838	681	VT 101 854	688
AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.		AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.	
VT 101 839	681	VT 101 855	688
AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.		AN ANALYSIS OF THE WELDING OCCUPATION.	
VT 101 840	682	VT 101 856	689
AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.		AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.	
VT 101 841	682	VT 101 857	689
AN ANALYSIS OF THE CARPENTRY OCCUPATION.		AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.	
VT 101 842	683	VT 101 858	690
AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.		AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.	
VT 101 843	683	VT 101 859	690
AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.		AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.	
VT 101 844	683	VT 101 860	690
AN ANALYSIS OF THE DRAFTING OCCUPATION.		AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.	
VT 101 845	684	VT 101 861	691
AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.		AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	
VT 101 846	684	VT 101 862	691
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.		AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.	
VT 101 847	685	VT 101 863	692
AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.		AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	
VT 101 848	685	VT 101 864	692
AN ANALYSIS OF THE BANK TELLER OCCUPATION.		AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 865	693	<u>KENTUCKY</u>	
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.		VT 101 927	719
VT 101 866	693	RESEARCH RELATED TO THE REGIONAL CAREER EDUCATION DEVELOPMENT PROJECT. FINAL REPORT.	
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.		VT 101 928	720
VT 101 867	693	DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.	
AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.			
VT 101 868	694	<u>KENTUCKY VALLEY EDUCATIONAL COOPERATIVE</u>	
AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.		VT 101 923	717
VT 101 869	694	CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.	
AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.		<u>KENTUCKY VOCATIONAL EDUCATION REGION III</u>	
VT 101 870	695	VT 101 925	718
AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.		CAREER EDUCATION DEVELOPMENT PROJECT. KENTUCKY VOCATIONAL EDUCATION REGION III (OWENSBORO). EVALUATION REPORT.	
VT 101 871	695		
AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.		<u>LABORATORY TECHNIQUES</u>	
VT 101 872	696	VT 101 854	688
AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.		AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.	
VT 101 873	696	<u>LANDSCAPING</u>	
AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.		VT 101 812	670
VT 101 874	697	MINI-GRANT TO DEVELOP A SLIDE PRESENTATION OF PLANT SPECIMENS FOR USE IN VOCATIONAL HORTICULTURE, A. FINAL REPORT.	
AN ANALYSIS OF THE LANDSCAPING OCCUPATION.		VT 101 874	697
		AN ANALYSIS OF THE LANDSCAPING OCCUPATION.	
<u>JOB TRAINING</u>			
VT 101 819	673		
CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.			
<u>JUNIOR HIGH SCHOOL STUDENTS</u>			
VT 101 806	667		
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL I JUNIOR HIGH.			

## SUBJECT INDEX

	PAGE		PAGE
<u>LANGUAGE ARTS</u>		<u>VT 101 922</u>	717
VT 101 817	672	AN APPRAISAL OF GROUP PROJECT EFFECTIVENESS IN VOCATIONAL SUBJECTS CONDUCTED AS A PART OF THE GRADUATE STUDENT RESEARCH GRANT, PROJECT NO. 19-151-223. FINAL REPORT.	
CAREER EDUCATION IN LANGUAGE ARTS. A UNIT APPROACH. GRADES 7-9.		<u>LEARNING PROCESSES</u>	
<u>LAW ENFORCEMENT</u>		VT 101 921	716
VT 101 821	673	AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.	
LAW ENFORCEMENT CURRICULUM.		<u>LESSON PLANS</u>	
<u>LEADERSHIP STYLES</u>		VT 101 802	666
VT 101 911	712	TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. VOLUME 2.	
AN INTEGRATIVE FACTOR ANALYSIS OF LEADERSHIP MEASURES AND THEORIES.		VT 101 806	667
<u>LEARNING ACTIVITIES</u>		CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL I JUNIOR HIGH.	
VT 101 813	670	VT 101 807	668
CAREER AWARENESS, GRADES 1-6 (GRADE 2).		CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL II LOWER ELEMENTARY.	
VT 101 814	671	VT 101 808	668
CAREER AWARENESS, GRADES 1-6 (GRADE 3).		CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL III UPPER ELEMENTARY.	
VT 101 815	671	<u>LITHOGRAPHY</u>	
CAREER AWARENESS, GRADES 1-6 (GRADE 4).		VT 101 851	686
VT 101 816	672	AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.	
CAREER AWARENESS, GRADES 1-6 (GRADE 5).		<u>LUMBER INDUSTRY</u>	
VT 101 921	716	VT 101 822	674
AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.		A GUIDE TO GRADING FEATURES IN SOUTHERN PINE LOGS AND TREES.	
<u>LEARNING EXPERIENCE</u>		<u>MACHINE REPAIRMEN</u>	
VT 101 921	716	VT 101 843	683
AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.		AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.	

## SUBJECT INDEX

PAGE

PAGE

VT 101 857 689  
AN ANALYSIS OF THE TYPEWRITER  
SERVICING OCCUPATION.

VT 101 936 724  
ANALYSIS OF THE DEMAND OF  
INDUSTRIES FOR A LIFT TRUCK  
MAINTENANCE TRAINING PROGRAM  
WITHIN VTAE DISTRICT 15. FINAL  
REPORT.

MACHINE TOOL OPERATORS

VT 101 850 686  
AN ANALYSIS OF THE MACHINE  
TRADES OCCUPATION.

MACHINISTS

VT 101 850 686  
AN ANALYSIS OF THE MACHINE  
TRADES OCCUPATION.

MANAGEMENT

VT 101 907 710  
GUIDELINES FOR MOTIVATIONAL  
MANAGEMENT.

VT 101 908 710  
LET'S TAKE THE MANIPULATION  
OUT OF MANAGEMENT.

MANPOWER DEVELOPMENT

VT 101 889 702  
LEARNING A LIVING ACROSS THE  
NATION. VOLUME III. PROJECT  
BASELINE, THIRD NATIONAL  
REPORT. BASELINE YEAR: 1972-73  
(FISCAL YEAR 1973). PART I:  
NARRATIVE REPORT. PART 2:  
STATISTICAL ALMANAC.

MANPOWER NEEDS

VT 101 888 702  
DEVELOPMENT OF FEDERAL  
LEGISLATION MODEL FOR  
VOCATIONAL EDUCATION.

VT 101 891 703  
TRAINING AND TECHNOLOGY. A  
SYSTEMS APPROACH FOR  
INDUSTRIAL TRAINING.

VT 101 896 705  
COMPUTER SERVICES SYSTEMS  
DEVELOPMENT TO COORDINATE  
MANPOWER NEEDS WITH  
OCCUPATIONAL TRAINING  
PROGRAMS. OCCUPATIONAL  
EDUCATION RESEARCH PROJECT  
FINAL REPORT.

MANUALS

VT 101 805 667  
STAFF INSERVICE TRAINING  
PROGRAM MANUAL. PART OF THE  
CAREER ACHIEVEMENT SKILLS  
TRAINING PROGRAM.

VT 101 811 670  
BOWLING GREEN CAREER EDUCATION  
MANUAL FOR TEACHERS,  
COUNSELORS AND ADMINISTRATORS.

MEASUREMENT INSTRUMENTS

VT 101 909 711  
THE EVALUATION PROCESS IN  
EDUCATION: COMMUNICATION OR  
CONTROL.

VT 101 927 719  
RESEARCH RELATED TO THE  
REGIONAL CAREER EDUCATION  
DEVELOPMENT PROJECT. FINAL  
REPORT.

MECHANICS (PROCESS)

VT 101 843 683  
AN ANALYSIS OF THE INDUSTRIAL  
MECHANICS OCCUPATION.

MEDICAL LABORATORY ASSISTANTS

VT 101 854 688  
AN ANALYSIS OF THE LABORATORY  
ASSISTING OCCUPATION.

MEDICAL RECORD TECHNICIANS

VT 101 864 692  
AN ANALYSIS OF THE MEDICAL  
RECORDS CLERKING OCCUPATION.

## SUBJECT INDEX

	PAGE		PAGE
<u>MILITARY PERSONNEL</u>		<u>MOTIVATION TECHNIQUES</u>	
VT 101 905	709	VT 101 907	710
INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)		GUIDELINES FOR MOTIVATIONAL MANAGEMENT.	
<u>MOBILE EDUCATIONAL SERVICES</u>		<u>MOTOR VEHICLES</u>	
VT 101 919	715	VT 101 868	694
OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.		AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.	
VT 101 920	716	<u>NATIONAL SURVEYS</u>	
EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.		VT 101 889	702
<u>MODELS</u>		LEARNING A LIVING ACROSS THE NATION. VOLUME III. PROJECT BASELINE, THIRD NATIONAL REPORT. BASELINE YEAR: 1972-73 (FISCAL YEAR 1973). PART 1: NARRATIVE REPORT. PART 2: STATISTICAL ALMANAC.	
VT 101 877	698	<u>NEW HAMPSHIRE</u>	
COURSE CONTENT AND PROGRAM EVALUATION MODEL. FINAL REPORT.		VT 101 930	721
VT 101 888	702	CURRICULUM DEVELOPMENT COORDINATION FOR NEW HAMPSHIRE SECONDARY VOCATIONAL EDUCATION. FINAL REPORT. JULY 1, 1974 - SEPTEMBER 30, 1974.	
DEVELOPMENT OF FEDERAL LEGISLATION MODEL FOR VOCATIONAL EDUCATION.		<u>NORTH CAROLINA</u>	
VT 101 928	720	VT 101 933	722
DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.		THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.	
VT 101 947	728	<u>NURSERY SCHOOLS</u>	
THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.		VT 101 832	678
VT 101 948	729	AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.	
NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.		<u>NURSERY WORKERS (HORTICULTURE)</u>	
<u>MOTIVATION</u>		VT 101 873	696
VT 101 908	710	AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.	
LET'S TAKE THE MANIPULATION OUT OF MANAGEMENT.			

## SUBJECT INDEX

	PAGE		PAGE
<u>OCCUPATIONAL CHOICE</u>		VT 101 824	675
VT 101 945	727	AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.		VT 101 825	675
		AN ANALYSIS OF THE PURCHASING OCCUPATION.	
<u>OCCUPATIONAL CLUSTERS</u>		VT 101 826	676
VT 101 876	697	AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.	
RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.		VT 101 827	676
VT 101 939	725	AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. ELEMENTARY PROGRAM. FINAL REPORT. VOLUME III.		VT 101 828	676
VT 101 940	726	AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.		VT 101 829	677
VT 101 947	728	AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.	
THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.		VT 101 830	677
VT 101 948	729	AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.	
NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.		VT 101 831	678
		AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	
<u>OCCUPATIONAL INFORMATION</u>		VT 101 832	678
VT 101 809	669	AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.	
DEVELOPMENT OF A PRE-POSTSECONDARY CURRICULUM IN SOCIAL SCIENCE FOR HIGH SCHOOL GRADES 11 AND 12.		VT 101 833	679
VT 101 810	669	AN ANALYSIS OF THE BAKING OCCUPATION.	
PRE-POSTSECONDARY CURRICULUM GUIDE DEVELOPED FOR THE STATE DEPARTMENT OF VOCATIONAL EDUCATION.		VT 101 835	680
VT 101 823	674	AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.	
AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.		VT 101 836	680
		AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.	
		VT 101 837	680
		AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.	
		VT 101 838	681
		AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.	
		VT 101 839	681
		AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 840	682	VT 101 856	689
AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.		AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.	
VT 101 841	682	VT 101 857	689
AN ANALYSIS OF THE CARPENTRY OCCUPATION.		AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.	
VT 101 842	683	VT 101 858	690
AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.		AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.	
VT 101 843	683	VT 101 859	690
AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.		AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.	
VT 101 844	683	VT 101 860	690
AN ANALYSIS OF THE DRAFTING OCCUPATION.		AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.	
VT 101 845	684	VT 101 861	691
AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.		AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	
VT 101 846	684	VT 101 862	691
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.		AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.	
VT 101 847	685	VT 101 863	692
AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.		AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	
VT 101 848	685	VT 101 864	692
AN ANALYSIS OF THE BANK TELLER OCCUPATION.		AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.	
VT 101 849	686	VT 101 865	693
AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.		AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.	
VT 101 850	686	VT 101 866	693
AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.		AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.	
VT 101 851	686	VT 101 867	693
AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.		AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.	
VT 101 852	687	VT 101 868	694
AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.		AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.	
VT 101 853	687	VT 101 869	694
AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.		AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.	
VT 101 854	688	VT 101 870	695
AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.		AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.	
VT 101 855	688	VT 101 871	695
AN ANALYSIS OF THE WELDING OCCUPATION.		AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
VT 101 872	696	<u>OFFICE OCCUPATIONS</u>	
AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.		VT 101 823	674
VT 101 873	696	AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.	
AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.		VT 101 846	684
VT 101 874	697	AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.	
AN ANALYSIS OF THE LANDSCAPING OCCUPATION.		VT 101 867	693
VT 101 875	697	AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.	
CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.		VT 101 947	728
VT 101 948	729	THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.	
NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.		<u>OFFICE OCCUPATIONS EDUCATION</u>	
VT 101 949	729	VT 101 947	728
PRODUCT SERVICES MODULE. AN EVALUATION REPORT FOR THE OCCUPATIONAL EXPLORATION PROGRAM.		THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.	
<u>OFF THE JOB TRAINING</u>		VT 101 948	729
VT 101 819	673	NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.	
CATALOG OF COURSES. TRAINING POLICIES AND PROCEDURES. ANNUAL SURVEY OF TRAINING NEEDS. IN-HOUSE, INTERAGENCY AND NON-GOVERNMENT COURSES.		<u>ORNAMENTAL HORTICULTURE OCCUPATION</u>	
<u>OFFICE MACHINES</u>		VT 101 873	696
VT 101 835	680	AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.	
AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.		<u>PARTICIPANT SATISFACTION</u>	
VT 101 857	689	VT 101 926	719
AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.		PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.	
<u>OFFICE MANAGEMENT</u>		<u>PAYROLL RECORDS</u>	
VT 101 862	691	VT 101 865	693
AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.		AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
<u>PEER RELATIONSHIP</u>		<u>POLICE EDUCATION</u>	
VT 101 922	717	VT 101 821	673
AN APPRAISAL OF GROUP PROJECT EFFECTIVENESS IN VOCATIONAL SUBJECTS CONDUCTED AS A PART OF THE GRADUATE STUDENT RESEARCH GRANT, PROJECT NO. 19-151-223. FINAL REPORT.		LAW ENFORCEMENT CURRICULUM.	
<u>PERFORMANCE BASED EDUCATION</u>		<u>PONTIAC CITY SCHOOL DISTRICT</u>	
VT 101 897	706	VT 101 942	726
A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.		CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.	
VT 101 928	720	VT 101 943	727
DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.	
<u>PERSONNEL DIRECTORS</u>		VT 101 944	727
VT 101 824	675	PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.	
AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)		VT 101 945	727
<u>PERSONNEL MANAGEMENT</u>		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.	
VT 101 824	675	VT 101 946	728
AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.	
<u>PILOT PROJECIS</u>		<u>POST SECONDARY EDUCATION</u>	
VT 101 890	703	VT 101 918	715
CAREER EDUCATION. A GUIDE TO THE 1972-1973 PILOT PROJECT.		RESEARCH PRIORITIES IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION IN WISCONSIN FOR 1975-1977.	
VT 101 913	712	<u>POWER STRUCTURE</u>	
COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		VT 101 906	710
<u>PLANT IDENTIFICATION</u>		INTERPERSONAL POWER RELATIONSHIPS (AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).	
VT 101 812	670	VT 101 908	710
MINI-GRANT TO DEVELOP A SLIDE PRESENTATION OF PLANT SPECIMENS FOR USE IN VOCATIONAL HORTICULTURE, A. FINAL REPORT.		LET'S TAKE THE MANIPULATION OUT OF MANAGEMENT.	

## SUBJECT INDEX

PAGE

PAGE

PREDICTIVE VALIDITY

- VT 101 898 706  
A CONCURRENT VALIDITY STUDY  
RELATING THE ARMED SERVICES  
VOCATIONAL APTITUDE BATTERY TO  
SUCCESS IN HIGH SCHOOL  
VOCATIONAL-TECHNICAL COURSES.  
AN ABSTRACT.

PRINTING

- VT 101 851 686  
AN ANALYSIS OF THE  
LITHOGRAPHIC PRINTING  
OCCUPATION.

PROGRAM COORDINATION

- VT 101 941 726  
AN EXPLORATORY STUDY OF  
PROGRAMMING FOR OCCUPATIONAL  
EDUCATION IN THE PAMLICO  
EDUCATIONAL SYSTEM.  
(OCCUPATIONAL EDUCATION  
RESEARCH PROJECT FINAL  
REPORT.)

PROGRAM DESCRIPTIONS

- VT 101 884 701  
MISSISSIPPI RESEARCH AND  
CURRICULUM UNIT FOR  
VOCATIONAL-TECHNICAL  
EDUCATION. ANNUAL REPORT.  
FISCAL YEAR 1974.
- VT 101 894 705  
PROJECT VIGOR: VOCATIONAL  
CLUSTER EDUCATION, INTEGRATED  
AND ARTICULATED GRADES 1-14  
WITH GUIDANCE SERVICES,  
OCCUPATIONAL EXPLORATION AND  
WORK EXPERIENCE RELEVANT TO  
GENERAL EDUCATION. THIRD  
INTERIM REPORT, APRIL 2, 1973.
- VT 101 895 705  
MARYLAND CAREER DEVELOPMENT  
PROJECT (K-ADULT). INTERIM  
REPORT. SEPTEMBER 1972.
- VT 101 937 724  
GUIDED OCCUPATIONAL  
ORIENTATION PROGRAM. FINAL  
REPORT. VOLUME I.

PROGRAM DEVELOPMENT

- VT 101 811 670  
BOWLING GREEN CAREER EDUCATION  
MANUAL FOR TEACHERS,  
COUNSELORS AND ADMINISTRATORS.
- VT 101 923 717  
CAREER EDUCATION FOR REGION  
XII TO DEVELOP AND IMPLEMENT A  
CAREER EDUCATION CURRICULUM,  
1-14 IN ELEVEN SCHOOL  
DISTRICTS, THE HAZARD  
VOCATIONAL SCHOOL AND HAZARD  
COMMUNITY COLLEGE. EVALUATION  
REPORT.
- VT 101 924 718  
A COMPREHENSIVE CAREER  
EDUCATION MODEL GRADES ONE  
THROUGH FOURTEEN - A RESEARCH  
AND DEVELOPMENT PROJECT  
(BOWLING GREEN). EVALUATION  
REPORT.
- VT 101 925 718  
CAREER EDUCATION DEVELOPMENT  
PROJECT. KENTUCKY VOCATIONAL  
EDUCATION REGION III  
(OWENSBORO). EVALUATION  
REPORT.

PROGRAM EVALUATION

- VT 101 877 698  
COURSE CONTENT AND PROGRAM  
EVALUATION MODEL. FINAL  
REPORT.
- VT 101 885 701  
COPEs (COMMUNITY COLLEGE  
OCCUPATIONAL PROGRAMS  
EVALUATION SYSTEM) REPORT:  
SYSTEM RELIABILITY STUDY.
- VT 101 895 705  
MARYLAND CAREER DEVELOPMENT  
PROJECT (K-ADULT). INTERIM  
REPORT. SEPTEMBER 1972.
- VT 101 920 716  
EVALUATION OF PROJECT OUTREACH  
FOR URBAN INNER-CITY YOUTH.  
FINAL REPORT, VOLUME II.

101

## SUBJECT INDEX

	PAGE		PAGE
VT 101 923	717	<u>PROJECTIVE TESTS</u>	
CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.		VT 101 910	711
VT 101 924	718	PROJECTIVE MEASURES OF INTERPERSONAL RELATIONSHIPS AND ATTITUDES TOWARD THE AIR FORCE.	
A COMPREHENSIVE CAREER EDUCATION MODEL GRADES ONE THROUGH FOURTEEN - A RESEARCH AND DEVELOPMENT PROJECT (BOWLING GREEN). EVALUATION REPORT.		<u>PROPERTY MANAGEMENT</u>	
VT 101 925	718	VT 101 826	676
CAREER EDUCATION DEVELOPMENT PROJECT. KENTUCKY VOCATIONAL EDUCATION REGION III (OWENSBORO). EVALUATION REPORT.		AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.	
VT 101 938	725	<u>PUBLIC POLICY</u>	
GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.		VT 101 891	703
VT 101 945	727	TRAINING AND TECHNOLOGY. A SYSTEMS APPROACH FOR INDUSTRIAL TRAINING.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.		VT 101 915	713
<u>PROGRAM GUIDES</u>		AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.	
VT 101 901	707	VT 101 950	730
A HANDBOOK FOR COOPERATIVE EDUCATION STUDENTS.		THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.	
<u>PROJECT OUTREACH</u>		<u>PURCHASING</u>	
VT 101 919	715	VT 101 825	675
OUTREACH FOR URBAN INNER CITY YOUTH. FINAL REPORT, VOLUME I.		AN ANALYSIS OF THE PURCHASING OCCUPATION.	
VT 101 920	716	<u>PUZZLES</u>	
EVALUATION OF PROJECT OUTREACH FOR URBAN INNER-CITY YOUTH. FINAL REPORT, VOLUME II.		VT 101 803	666
		SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.	
		<u>RADIO TECHNOLOGY</u>	
		VT 101 852	687
		AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.	
		<u>REAL ESTATE OCCUPATIONS</u>	
		VT 101 827	676
		AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	

## SUBJECT INDEX

	PAGE		PAGE
<u>RECEPTIONISTS</u>		<u>RESEARCH PROJECTS</u>	
VT 101 846	684	VT 101 876	697
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.		RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.	
<u>REFRIGERATION MECHANICS</u>		VT 101 882	700
VT 101 838	681	CONCEPTS, TOPICS AND OBJECTIVES FOR CONSUMER EDUCATION, K-ADULT.	
AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.		VT 101 884	701
<u>RESEARCH</u>		MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION. ANNUAL REPORT. FISCAL YEAR 1974.	
VT 101 902	708	VT 101 899	707
COSTS OF EDUCATIONAL ACCOUNTABILITY - A MARYLAND EXPLORATORY STUDY.		ABSTRACTS OF COMPLETED 1973-74 RESEARCH - EXEMPLARY PROJECTS.	
<u>RESEARCH COORDINATING UNITS</u>		VT 101 912	712
VT 101 884	701	HUMAN AND COMPUTER ASSISTED CAREER ACHIEVEMENT SKILLS PROGRAM (FORMERLY CCEM COMPUTER ASSISTED GUIDANCE PROGRAM). PHASE III REPORT.	
MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION. ANNUAL REPORT. FISCAL YEAR 1974.		VT 101 914	713
VT 101 914	713	SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.	
SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.		VT 101 916	714
VT 101 916	714	PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE--1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).	
PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE--1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).		<u>RESOURCE CENTERS</u>	
VT 101 917	714	VT 101 933	722
ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.		THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.	
<u>RESEARCH NEEDS</u>			
VT 101 918	715		
RESEARCH PRIORITIES IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION IN WISCONSIN FOR 1975-1977.			

## SUBJECT INDEX

	PAGE		PAGE
<b><u>RESOURCE UNITS</u></b>		<b><u>SCHOOL DISTRICTS</u></b>	
VT 101 811	670	VT 101 923	717
BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.		CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.	
<b><u>RETAILING</u></b>		VT 101 924	718
VT 101 861	691	A COMPREHENSIVE CAREER EDUCATION MODEL GRADES ONE THROUGH FOURTEEN - A RESEARCH AND DEVELOPMENT PROJECT (BOWLING GREEN). EVALUATION REPORT.	
AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.		<b><u>SCHOOL SURVEYS</u></b>	
<b><u>ROLE PERCEPTION</u></b>		VT 101 931	721
VT 101 906	710	RESEARCH RELATED TO BOWLING GREEN INDEPENDENT SCHOOL SYSTEM'S COMPREHENSIVE CAREER EDUCATION MODEL. FINAL REPORT.	
INTERPERSONAL POWER RELATIONSHIPS (AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).		<b><u>SCHOOL VISITATION</u></b>	
VT 101 917	714	VT 101 926	719
ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.		PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.	
<b><u>SALES OCCUPATIONS</u></b>		<b><u>SECONDARY GRADES</u></b>	
VT 101 827	676	VT 101 940	726
AN ANALYSIS OF THE REAL ESTATE OCCUPATION.		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.	
VT 101 868	694	<b><u>SECONDARY SCHOOL COUNSELORS</u></b>	
AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.		VT 101 900	707
VT 101 869	694	THE NINTH GRADE CAREER EXPERIENCE: A MODEL FOR SECONDARY COUNSELORS AND ADMINISTRATORS.	
AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.			
VT 101 870	695		
AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.			
VT 101 871	695		
AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.			
<b><u>SCHOOL AIDES</u></b>			
VT 101 866	693		
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.			

## SUBJECT INDEX

	PAGE		PAGE
<u>SECONDARY SCHOOL STUDENTS</u>		VT 101 830	677
VT 101 880	699	AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.	
HEALTH OCCUPATIONS FOLLOW-UP.		VT 101 831	678
<u>SELF ACTUALIZATION</u>		AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	
VT 101 881	699	<u>SEWING MACHINE OPERATORS</u>	
RESEARCH ON APPLICATION OF A SELF-ACTUALIZATION PROCESS IN AN ATTEMPT TO IMPROVE EFFORT AND PERFORMANCE IN SELECTED VOCATIONAL PROGRAMS. FINAL REPORT.		VT 101 834	679
<u>SELF CONCEPT TESTS</u>		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
VT 101 881	699	<u>SOCIAL CHANGE</u>	
RESEARCH ON APPLICATION OF A SELF-ACTUALIZATION PROCESS IN AN ATTEMPT TO IMPROVE EFFORT AND PERFORMANCE IN SELECTED VOCATIONAL PROGRAMS. FINAL REPORT.		VT 101 950	730
<u>SELF EVALUATION</u>		THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.	
VT 101 913	712	<u>SOCIAL ENVIRONMENT</u>	
COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		VT 101 950	730
<u>SEQUENTIAL APPROACH</u>		THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.	
VT 101 892	704	<u>SOCIAL PSYCHOLOGY</u>	
CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.		VT 101 893	704
<u>SERVICE OCCUPATIONS</u>		EVALUATION OF PSYCHOLOGY OF HUMAN RELATIONS. FINAL REPORT.	
VT 101 831	678	<u>SOCIAL SCIENCES</u>	
AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.		VT 101 809	669
VT 101 838	681	DEVELOPMENT OF A PRE-POSTSECONDARY CURRICULUM IN SOCIAL SCIENCE FOR HIGH SCHOOL GRADES 11 AND 12.	
AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.		<u>SOUTHERN STATES</u>	
<u>SERVICE VEHICLES</u>		VT 101 822	674
VT 101 829	677	A GUIDE TO GRADING FEATURES IN SOUTHERN PINE LOGS AND TREES.	
AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.			

## SUBJECT INDEX

	PAGE		PAGE
<u>SPANISH SPEAKING</u>		VT 101 918	715
VT 101 892	704	RESEARCH PRIORITIES IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION IN WISCONSIN FOR 1975-1977.	
CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.			
<u>STAFF IMPROVEMENT</u>		<u>STATISTICAL DATA</u>	
VT 101 805	667	VT 101 889	702
STAFF INSERVICE TRAINING PROGRAM MANUAL. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		LEARNING A LIVING ACROSS THE NATION. VOLUME III. PROJECT BASELINE, THIRD NATIONAL REPORT. BASELINE YEAR: 1972-73 (FISCAL YEAR 1973). PART I: NARRATIVE REPORT. PART 2: STATISTICAL ALMANAC.	
<u>STAFF ROLE</u>		<u>STUDENT ATTITUDES</u>	
VT 101 950	730	VT 101 921	716
THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.		AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL-TECHNICAL EDUCATION. FINAL REPORT.	
<u>STATE AID</u>		<u>STUDENT DEVELOPED MATERIALS</u>	
VT 101 932	722	VT 101 803	666
A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.		SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.	
<u>STATE CURRICULUM GUIDES</u>		<u>STUDENT EVALUATION</u>	
VT 101 804	666	VT 101 909	711
BUSINESS DATA PROCESSING. A TEACHER'S GUIDE.		THE EVALUATION PROCESS IN EDUCATION: COMMUNICATION OR CONTROL.	
<u>STATE PROGRAMS</u>		<u>STUDENT OPINION</u>	
VT 101 914	713	VT 101 911	712
SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.		AN INTEGRATIVE FACTOR ANALYSIS OF LEADERSHIP MEASURES AND THEORIES.	
<u>STATE SURVEYS</u>		<u>STUDENT TEACHER RELATIONSHIP</u>	
VT 101 887	702	VT 101 909	711
A SURVEY OF ADULT AND CONTINUING EDUCATION PROGRAMS IN NEVADA. FISCAL YEAR 1973-74.		THE EVALUATION PROCESS IN EDUCATION: COMMUNICATION OR CONTROL.	

## SUBJECT INDEX

	PAGE		PAGE
<u>SUMMATIVE EVALUATION</u>		VT 101 827	676
VT 101 912	712	AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	
HUMAN AND COMPUTER ASSISTED CAREER ACHIEVEMENT SKILLS PROGRAM (FORMERLY CCEM COMPUTER ASSISTED GUIDANCE PROGRAM). PHASE III REPORT.		VT 101 828	676
		AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	
<u>SYRACUSE CITY SCHOOL DISTRICT</u>		VT 101 829	677
VT 101 937	724	AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.		VT 101 830	677
VT 101 938	725	AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.		VT 101 831	678
VT 101 939	725	AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME III.		VT 101 832	678
VT 101 940	726	AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.	
GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.		VT 101 833	679
<u>SYSTEMS APPROACH</u>		AN ANALYSIS OF THE BAKING OCCUPATION.	
VT 101 886	701	VT 101 834	679
COPEs (COMMUNITY COLLEGE OCCUPATIONAL PROGRAMS EVALUATION SYSTEM) 1973-74 REPORT.		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
<u>TASK ANALYSIS</u>		VT 101 835	680
VT 101 823	674	AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.	
AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.		VT 101 836	680
VT 101 824	675	AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.	
AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)		VT 101 837	680
VT 101 825	675	AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.	
AN ANALYSIS OF THE PURCHASING OCCUPATION.		VT 101 838	681
VT 101 826	676	AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.	
AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.		VT 101 839	681
		AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.	
		VT 101 840	682
		AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.	
		VT 101 841	682
		AN ANALYSIS OF THE CARPENTRY OCCUPATION.	
		VT 101 842	683
		AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.	

107

## SUBJECT INDEX

	PAGE		PAGE
VT 101 843	683	VT 101 859	690
AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.		AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.	
VT 101 844	683	VT 101 860	690
AN ANALYSIS OF THE DRAFTING OCCUPATION.		AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.	
VT 101 845	684	VT 101 861	691
AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.		AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	
VT 101 846	684	VT 101 862	691
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.		AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.	
VT 101 847	685	VT 101 863	692
AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.		AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	
VT 101 848	685	VT 101 864	692
AN ANALYSIS OF THE BANK TELLER OCCUPATION.		AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.	
VT 101 849	686	VT 101 865	693
AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.		AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.	
VT 101 850	686	VT 101 866	693
AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.		AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.	
VT 101 851	686	VT 101 867	693
AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.		AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.	
VT 101 852	687	VT 101 868	694
AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.		AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.	
VT 101 853	687	VT 101 869	694
AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.		AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.	
VT 101 854	688	VT 101 870	695
AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.		AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.	
VT 101 855	688	VT 101 871	695
AN ANALYSIS OF THE WELDING OCCUPATION.		AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.	
VT 101 856	689	VT 101 872	696
AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.		AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.	
VT 101 857	689	VT 101 873	696
AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.		AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.	
VT 101 858	690	VT 101 874	697
AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.		AN ANALYSIS OF THE LANDSCAPING OCCUPATION.	

## SUBJECT INDEX

PAGE

PAGE

VT 101 930 721  
CURRICULUM DEVELOPMENT  
COORDINATION FOR NEW HAMPSHIRE  
SECONDARY VOCATIONAL  
EDUCATION. FINAL REPORT. JULY  
1, 1974 - SEPTEMBER 30, 1974.

TASK PERFORMANCE

VT 101 852 687  
AN ANALYSIS OF THE TELEVISION  
AND RADIO SERVICE OCCUPATION.

TEACHER AIDES

VT 101 832 678  
AN ANALYSIS OF THE NURSERY  
SCHOOL TEACHER AIDE  
OCCUPATION.  
VT 101 866 693  
AN ANALYSIS OF THE SECONDARY  
SCHOOL CLERICAL AIDE  
OCCUPATION.

TEACHER ATTITUDES

VT 101 883 700  
A STUDY OF ATTITUDES TOWARD  
CAREER EDUCATION OF KEY  
ADMINISTRATIVE-SUPERVISORY  
PERSONNEL IN THE STATE OF  
MARYLAND. OCCASIONAL PAPER IN  
RESEARCH.

TEACHER DEVELOPED MATERIALS

VT 101 802 666  
TWENTY-FIVE LESSON PLANS FOR  
DISTRIBUTIVE EDUCATION. VOLUME  
2.

TEACHER EVALUATION

VT 101 909 711  
THE EVALUATION PROCESS IN  
EDUCATION: COMMUNICATION OR  
CONTROL.

TEACHER WORKSHOPS

VT 101 820 673  
TEACHERS' ACCOUNTABILITY TO  
STUDENTS. SYLLABUS FOR 1971  
CONFERENCE. WASHINGTON STATE  
COORDINATING COUNCIL FOR  
OCCUPATIONAL EDUCATION. TRADE,  
INDUSTRIAL, TECHNICAL AND  
HEALTH OCCUPATIONS EDUCATION.  
VT 101 929 720  
COMMUNICATIONS SKILLS WORKSHOP  
1974 FOR VOCATIONAL, TECHNICAL  
AND ADULT EDUCATION  
INSTRUCTORS.

TEACHING GUIDES

VT 101 804 666  
BUSINESS DATA PROCESSING. A  
TEACHER'S GUIDE.  
VT 101 875 697  
CAREER INFORMATION UNIT FOR  
DISTRIBUTIVE EDUCATION.  
TEACHER HANDBOOK.  
VT 101 948 729  
NORTH DAKOTA OCCUPATIONAL  
MODELS: A CAREER CLUSTER  
CONCEPT. A HANDBOOK FOR NORTH  
DAKOTA VOCATIONAL OFFICE  
EDUCATION  
TEACHER-COORDINATORS.

TEACHING METHODS

VT 101 802 666  
TWENTY-FIVE LESSON PLANS FOR  
DISTRIBUTIVE EDUCATION. VOLUME  
2.

TECHNICAL EDUCATION

VT 101 891 703  
TRAINING AND TECHNOLOGY. A  
SYSTEMS APPROACH FOR  
INDUSTRIAL TRAINING.  
VT 101 896 705  
COMPUTER SERVICES SYSTEMS  
DEVELOPMENT TO COORDINATE  
MANPOWER NEEDS WITH  
OCCUPATIONAL TRAINING  
PROGRAMS. OCCUPATIONAL  
EDUCATION RESEARCH PROJECT  
FINAL REPORT.

## SUBJECT INDEX

	PAGE		PAGE
VT 101 929	720	<u>TESTING</u>	
COMMUNICATIONS SKILLS WORKSHOP		VT 101 885	701
1974 FOR VOCATIONAL, TECHNICAL		COPE (COMMUNITY COLLEGE	
AND ADULT EDUCATION		OCCUPATIONAL PROGRAMS	
INSTRUCTORS.		EVALUATION SYSTEM) REPORT:	
		SYSTEM RELIABILITY STUDY.	
<u>TECHNICAL INSTITUTES</u>		<u>TREES</u>	
VT 101 893	704	VT 101 822	674
EVALUATION OF PSYCHOLOGY OF		A GUIDE TO GRADING FEATURES IN	
HUMAN RELATIONS. FINAL REPORT.		SOUTHERN PINE LOGS AND TREES.	
<u>TELECOMMUNICATION</u>		<u>TRUCKING INDUSTRY</u>	
VT 101 859	690	VT 101 829	677
AN ANALYSIS OF THE		AN ANALYSIS OF THE TERMINAL	
TELECOMMUNICATIONS OCCUPATION.		CLERKING OCCUPATION.	
<u>TELEVISION REPAIRMEN</u>		VT 101 830	677
VT 101 852	687	AN ANALYSIS OF THE TERMINAL	
AN ANALYSIS OF THE TELEVISION		DISPATCHING OCCUPATION.	
AND RADIO SERVICE OCCUPATION.		VT 101 831	678
<u>TELLERS (BANKING)</u>		AN ANALYSIS OF THE TERMINAL	
VT 101 848	685	MATERIALS HANDLING OCCUPATION.	
AN ANALYSIS OF THE BANK TELLER		VT 101 936	724
OCCUPATION.		ANALYSIS OF THE DEMAND OF	
<u>TEST RELIABILITY</u>		INDUSTRIES FOR A LIFT TRUCK	
VT 101 885	701	MAINTENANCE TRAINING PROGRAM	
COPE (COMMUNITY COLLEGE		WITHIN VTAE DISTRICT 15. FINAL	
OCCUPATIONAL PROGRAMS		REPORT.	
EVALUATION SYSTEM) REPORT:		<u>TURF MANAGEMENT</u>	
SYSTEM RELIABILITY STUDY.		VT 101 860	690
<u>TEST RESULTS</u>		AN ANALYSIS OF THE TURF	
VT 101 885	701	SPECIALIST OCCUPATION.	
COPE (COMMUNITY COLLEGE		<u>URBAN SCHOOLS</u>	
OCCUPATIONAL PROGRAMS		VT 101 937	724
EVALUATION SYSTEM) REPORT:		GUIDED OCCUPATIONAL	
SYSTEM RELIABILITY STUDY.		ORIENTATION PROGRAM. FINAL	
<u>TEST VALIDITY</u>		REPORT. VOLUME I.	
VT 101 898	706	<u>VETERANS EDUCATION</u>	
A CONCURRENT VALIDITY STUDY		VT 101 904	709
RELATING THE ARMED SERVICES		AN EXEMPLARY PROGRAM IN	
VOCATIONAL APTITUDE BATTERY TO		OCCUPATIONAL EDUCATION FOR THE	
SUCCESS IN HIGH SCHOOL		VETERAN. FINAL REPORT.	
VOCATIONAL-TECHNICAL COURSES.		<u>VIRGINIA</u>	
AN ABSTRACT.		VT 101 804	666
		BUSINESS DATA PROCESSING. A	
		TEACHER'S GUIDE.	

## SUBJECT INDEX

	PAGE		PAGE
<u>VOCATIONAL APTITUDE</u>		VT 101 918	715
VT 101 898	706	RESEARCH PRIORITIES IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION IN WISCONSIN FOR 1975-1977.	
A CONCURRENT VALIDITY STUDY RELATING THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY TO SUCCESS IN HIGH SCHOOL VOCATIONAL-TECHNICAL COURSES. AN ABSTRACT.		<u>VOCATIONAL EDUCATION</u>	
<u>VOCATIONAL DEVELOPMENT</u>		VT 101 878	698
VT 101 875	697	AN EIGHT DISTRICT PLANNING CONSORTIUM AND CAREER PREPARATION DELIVERY SYSTEM. INTERIM REPORT, AUGUST, 1973.	
CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.		VT 101 879	699
VT 101 895	705	RESEARCH AND DEVELOPMENT IN CAREER EDUCATION. FINAL REPORT.	
MARYLAND CAREER DEVELOPMENT PROJECT (K-ADULT). INTERIM REPORT. SEPTEMBER 1972.		VT 101 888	702
VT 101 942	726	DEVELOPMENT OF FEDERAL LEGISLATION MODEL FOR VOCATIONAL EDUCATION.	
CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.		VT 101 889	702
VT 101 943	727	LEARNING A LIVING ACROSS THE NATION. VOLUME III. PROJECT BASELINE, THIRD NATIONAL REPORT. BASELINE YEAR: 1972-73 (FISCAL YEAR 1973). PART 1: NARRATIVE REPORT. PART 2: STATISTICAL ALMANAC.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.		VT 101 892	704
VT 101 944	727	CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.		VT 101 897	706
VT 101 945	727	A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.		VT 101 903	708
VT 101 946	728	IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.		VT 101 914	713
<u>VOCATIONAL DIRECTORS</u>		SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.	
VT 101 917	714		
ROLES AND OBJECTIVES OF STATE RESEARCH COORDINATING UNITS AS PERCEIVED BY RCU DIRECTORS AND STATE DIRECTORS OF VOCATIONAL EDUCATION.			

## SUBJECT INDEX

	PAGE		PAGE
VT 101 929	720	<u>WELDING</u>	
COMMUNICATIONS SKILLS WORKSHOP		VT 101 855	688
1974 FOR VOCATIONAL, TECHNICAL		AN ANALYSIS OF THE WELDING	
AND ADULT EDUCATION		OCCUPATION.	
INSTRUCTORS.			
VT 101 930	721	<u>WHOLESALE</u>	
CURRICULUM DEVELOPMENT		VT 101 863	692
COORDINATION FOR NEW HAMPSHIRE		AN ANALYSIS OF THE WHOLESALE	
SECONDARY VOCATIONAL		FLORIST OCCUPATION.	
EDUCATION. FINAL REPORT. JULY			
1, 1974 - SEPTEMBER 30, 1974.		<u>WISCONSIN</u>	
VT 101 932	722	VT 101 918	715
A PROJECT TO PROMOTE THE NEEDS		RESEARCH PRIORITIES IN POST	
OF VOCATIONAL EDUCATION. FINAL		SECONDARY VOCATIONAL,	
REPORT.		TECHNICAL AND ADULT EDUCATION	
VT 101 950	730	IN WISCONSIN FOR 1975-1977.	
THE JANUS REPORT. A REPORT ON			
THE CHANGING SOCIAL SETTING IN		<u>WORK ATTITUDES</u>	
THE UNITED STATES WITH		VT 101 905	709
IMPLICATIONS FOR NEW ROLES FOR		INTERIM REPORT. PROGRESS FOR	
STATE AND LOCAL VOCATIONAL		FUNDING YEAR 1973. (DATA	
EDUCATION PERSONNEL.		GATHERED AT MCCONNELL AND	
		MALMSTROM AIR FORCE BASES)	
<u>VOCATIONAL REHABILITATION</u>		VT 101 907	710
VT 101 933	722	GUIDELINES FOR MOTIVATIONAL	
THE PLANNING OF AN AREA		MANAGEMENT.	
OCCUPATIONAL EVALUATION		VT 101 910	711
PROGRAM FOR THE DISADVANTAGED		PROJECTIVE MEASURES OF	
AND HANDICAPPED IN NORTH		INTERPERSONAL RELATIONSHIPS	
CAROLINA MULTI-COUNTY PLANNING		AND ATTITUDES TOWARD THE AIR	
REGIONS L, Q, AND R. FINAL		FORCE.	
REPORT.			
<u>WASTE DISPOSAL</u>		<u>WORK EXPERIENCE</u>	
VT 101 856	689	VT 101 900	707
AN ANALYSIS OF THE WASTE WATER		THE NINTH GRADE CAREER	
TREATMENT MECHANIC OCCUPATION.		EXPERIENCE: A MODEL FOR	
		SECONDARY COUNSELORS AND	
<u>WATER POLLUTION CONTROL</u>		ADMINISTRATORS.	
VT 101 856	689		
AN ANALYSIS OF THE WASTE WATER			
TREATMENT MECHANIC OCCUPATION.			
<u>WELDERS</u>			
VT 101 855	688		
AN ANALYSIS OF THE WELDING			
OCCUPATION.			

## AUTHOR INDEX

This index lists documents under the name(s) of their author(s). The index is arranged in alphabetical order by the person's last name and/or the institution's full name.

As shown in the example below, the page on which the document abstract appears is displayed above the title.

<u>AMHERST REGIONAL HIGH SCHOOL, MASS.</u>	
VT 100 096	24
ADVANCED CHILD STUDY: COURSE OF STUDY.	
VT 100 097	25
CHILD STUDY: A HOME ECONOMICS RELATED OCCUPATIONAL COURSE. PHASE 3,4,5.	
<u>ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.</u>	
VT 100 006	2
POWER TECHNOLOGY: A CURRICULUM GUIDE FOR INDUSTRIAL ARTS.	

## AUTHOR INDEX

	PAGE		PAGE
<u>ABELL, GEORGE H.</u>		<u>BALL STATE UNIV., MUNCIE, IND.</u>	
VT 101 829	677	<u>DEPT. OF COUNSELING PSYCHOLOGY</u>	
AN ANALYSIS OF THE TERMINAL		<u>AND GUIDANCE SERVICES.</u>	
CLERKING OCCUPATION.		VT 101 935	723
VT 101 830	677	CEPHALIC PROJECT: CAREER	
AN ANALYSIS OF THE TERMINAL		EDUCATION PROJECT HELPING ALL	
DISPATCHING OCCUPATION.		IN COUNSELING. FINAL REPORT.	
<u>ADMIRAL PEARY AREA</u>		<u>BANKS, JOHN C.</u>	
<u>VOCATIONAL-TECHNICAL SCHOOL,</u>		VT 101 921	716
<u>EBENSBURG, PA.</u>		AN INVESTIGATION OF THE	
VT 101 900	707	INTERACTION OF LEARNING	
THE NINTH GRADE CAREER		STYLES AND TYPES OF LEARNING	
EXPERIENCE: A MODEL FOR		EXPERIENCES IN VOCATIONAL-	
SECONDARY COUNSELORS AND		TECHNICAL EDUCATION. FINAL	
ADMINISTRATORS.		REPORT.	
<u>ALTSCHULD, JAMES W.</u>		<u>BETH, GERTRUDE K.</u>	
VT 101 949	729	VT 101 832	678
PRODUCT SERVICES MODULE. AN		AN ANALYSIS OF THE NURSERY	
EVALUATION REPORT FOR THE		SCHOOL TEACHER AIDE	
OCCUPATIONAL EXPLORATION		OCCUPATION.	
PROGRAM.		<u>BOHAC, ROBERT D.</u>	
<u>ALTSTADT, RALPH A.</u>		VT 101 868	694
VT 101 860	690	AN ANALYSIS OF THE AUTOMOBILE	
AN ANALYSIS OF THE TURF		SALES OCCUPATION.	
SPECIALIST OCCUPATION.		<u>BOISE CITY INDEPENDENT SCHOOL</u>	
<u>ARMED FORCES VOCATIONAL TESTING</u>		<u>DISTRICT, IDAHO.</u>	
<u>GROUP, RANDOLPH AFB, TEX.</u>		VT 101 813	670
VT 101 898	706	CAREER AWARENESS, GRADES 1-6	
A CONCURRENT VALIDITY STUDY		(GRADE 2).	
RELATING THE ARMED SERVICES		VT 101 814	671
VOCATIONAL APTITUDE BATTERY		CAREER AWARENESS, GRADES 1-6	
TO SUCCESS IN HIGH SCHOOL		(GRADE 3).	
VOCATIONAL-TECHNICAL COURSES.		VT 101 815	671
AN ABSTRACT.		CAREER AWARENESS, GRADES 1-6	
<u>AUBURN UNIV., ALA. DEPT. OF</u>		(GRADE 4).	
<u>VOCATIONAL AND ADULT EDUCATION.</u>		VT 101 816	672
VT 101 880	699	CAREER AWARENESS, GRADES 1-6	
HEALTH OCCUPATIONS FOLLOW-UP.		(GRADE 5).	

## AUTHOR INDEX

	PAGE		PAGE
<u>BOONE COUNTY BOARD OF EDUCATION, MADISON, W. VA.</u>		VT 101 814	671
VT 101 897	706	CAREER AWARENESS, GRADES 1-6 (GRADE 3).	
A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.		VT 101 815	671
		CAREER AWARENESS, GRADES 1-6 (GRADE 4).	
		VT 101 816	672
		CAREER AWARENESS, GRADES 1-6 (GRADE 5).	
<u>BOWER, GEORGE L.</u>		<u>BRAYNT, EYRIS</u>	
VT 101 898	706	VT 101 836	680
A CONCURRENT VALIDITY STUDY RELATING THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY TO SUCCESS IN HIGH SCHOOL VOCATIONAL-TECHNICAL COURSES. AN ABSTRACT.		AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.	
<u>BOWLING GREEN INDEPENDENT SCHOOL DISTRICT, KY.</u>		<u>BREGMAN, RALPH</u>	
VT 101 811	670	VT 101 950	730
BOWLING GREEN CAREER EDUCATION MANUAL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS.		THE JANUS REPORT. A REPORT ON THE CHANGING SOCIAL SETTING IN THE UNITED STATES WITH IMPLICATIONS FOR NEW ROLES FOR STATE AND LOCAL VOCATIONAL EDUCATION PERSONNEL.	
VT 101 926	719	<u>BREVARD COMMUNITY COLL., COCOA, FLA.</u>	
PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.		VT 101 901	707
<u>BOYADJIS, THOMAS A.</u>		A HANDBOOK FOR COOPERATIVE EDUCATION STUDENTS.	
VT 101 833	679	<u>BRYAN, JAMES E.</u>	
AN ANALYSIS OF THE BAKING OCCUPATION.		VT 101 826	676
<u>BRAATEN, LARRY</u>		AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.	
VT 101 914	713	<u>BUERKEL, ELAINE</u>	
SEMIANNUAL REPORT ON STATE RESEARCH COORDINATING UNIT ACTIVITIES FOR THE PERIOD JANUARY 1, 1974 - JUNE 30, 1974.		VT 101 834	679
<u>BRANDT, DAVID</u>		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
VT 101 813	670		
CAREER AWARENESS, GRADES 1-6 (GRADE 2).			

## AUTHOR INDEX

PAGE

PAGE

BUREAU OF OCCUPATIONAL AND  
ADULT EDUCATION (DHEW/OE),  
WASHINGTON, D.C. DIV. OF  
RESEARCH AND DEMONSTRATION.  
VT 101 914 713  
SEMIANNUAL REPORT ON STATE  
RESEARCH COORDINATING UNIT  
ACTIVITIES FOR THE PERIOD  
JANUARY 1, 1974 - JUNE 30,  
1974.

BUREAU OF RECLAMATION (DEPT. OF  
INTERIOR), DENVER, COLO.  
ENGINEERING AND RESEARCH  
CENTER.  
VT 101 819 673  
CATALOG OF COURSES. TRAINING  
POLICIES AND PROCEDURES.  
ANNUAL SURVEY OF TRAINING  
NEEDS. IN-HOUSE, INTERAGENCY  
AND NON-GOVERNMENT COURSES.

CALIFORNIA COMMUNITY COLLEGES,  
SACRAMENTO, OFFICE OF THE  
CHANCELLOR.  
VT 101 885 701  
COPEs (COMMUNITY COLLEGE  
OCCUPATIONAL PROGRAMS  
EVALUATION SYSTEM) REPORT:  
SYSTEM RELIABILITY STUDY.  
VT 101 886 701  
COPEs (COMMUNITY COLLEGE  
OCCUPATIONAL PROGRAMS  
EVALUATION SYSTEM) 1973-74  
REPORT.

CALIFORNIA UNIV., DAVIS, DEPT.  
OF APPLIED BEHAVIORAL SCIENCES.  
VT 101 882 700  
CONCEPTS, TOPICS AND  
OBJECTIVES FOR CONSUMER  
EDUCATION, K-ADULT.

CAMPBELL, ROBERT A.  
VT 101 822 674  
A GUIDE TO GRADING FEATURES  
IN SOUTHERN PINE LOGS AND  
TREES.

CARNEY, BETTY  
VT 101 810 669  
PRE-POSTSECONDARY CURRICULUM  
GUIDE DEVELOPED FOR THE STATE  
DEPARTMENT OF VOCATIONAL  
EDUCATION.

CHEETWOOD, JOHN E.  
VT 101 861 691  
AN ANALYSIS OF THE RETAIL  
FLORIST OCCUPATION.

CHRIST, CHRISTOS G.  
VT 101 869 694  
AN ANALYSIS OF THE AUTO PARTS  
COUNTERPERSON OCCUPATION.

CLARK, ANTHONY B.  
VT 101 856 689  
AN ANALYSIS OF THE WASTE  
WATER TREATMENT MECHANIC  
OCCUPATION.

CLARY, JOSEPH R.  
VT 101 924 718  
A COMPREHENSIVE CAREER  
EDUCATION MODEL GRADES ONE  
THROUGH FOURTEEN - A RESEARCH  
AND DEVELOPMENT PROJECT  
(BOWLING GREEN). EVALUATION  
REPORT.  
VT 101 925 718  
CAREER EDUCATION DEVELOPMENT  
PROJECT. KENTUCKY VOCATIONAL  
EDUCATION REGION III  
(OWENSBORO). EVALUATION  
REPORT.

CLEMMONS, JESSE S.  
VT 101 917 714  
ROLES AND OBJECTIVES OF STATE  
RESEARCH COORDINATING UNITS  
AS PERCEIVED BY RCU DIRECTORS  
AND STATE DIRECTORS OF  
VOCATIONAL EDUCATION.

## AUTHOR INDEX

	PAGE		PAGE
<u>CONNELL, JOHN B.</u> VT 101 861 AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	691	<u>DAVIDSON, KENNETH T.</u> VT 101 903 IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.	708
<u>CONNOR, MICHAEL</u> VT 101 840 AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.	682	<u>DEARTH, CHARLES E.</u> VT 101 858 AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.	690
<u>CONTROL SYSTEMS RESEARCH, INC.,</u> <u>CHICAGO, ILL.</u> VT 101 904 AN EXEMPLARY PROGRAM IN OCCUPATIONAL EDUCATION FOR THE VETERAN. FINAL REPORT.	709	<u>DELAWARE STATE COLL., DOVER.</u> VT 101 802 TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. VOLUME 2.	666
<u>COOPERATIVE ACCOUNTABILITY</u> <u>PROJECT, DENVER, COLO.</u> VT 101 902 COSTS OF EDUCATIONAL ACCOUNTABILITY - A MARYLAND EXPLORATORY STUDY.	708	<u>DELAWARE STATE COLL., DOVER.</u> VT 101 803 SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.	666
<u>CROSS, DON</u> VT 101 823 AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.	674	<u>DELUZIN, JAMES B.</u> VT 101 869 AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.	694
<u>DAVID DOUGLAS PUBLIC SCHOOLS,</u> <u>PORTLAND, OREG.</u> VT 101 818 FOOD SERVICE--COURSES OF STUDY, GRADES 11-12.	672	<u>DILLEY, JOHN E.</u> VT 101 874 AN ANALYSIS OF THE LANDSCAPING OCCUPATION.	697
<u>DAVID DOUGLAS PUBLIC SCHOOLS,</u> <u>PORTLAND, OREG.</u> VT 101 894 PROJECT VIGOR: VOCATIONAL CLUSTER EDUCATION, INTEGRATED AND ARTICULATED GRADES 1-14 WITH GUIDANCE SERVICES, OCCUPATIONAL EXPLORATION AND WORK EXPERIENCE RELEVANT TO GENERAL EDUCATION. THIRD INTERIM REPORT, APRIL 2, 1973.	705	<u>DIPLACIDO, PAT E.</u> VT 101 828 AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	676
		<u>DUNN, CAROLYN M.</u> VT 101 896 COMPUTER SERVICES SYSTEMS DEVELOPMENT TO COORDINATE MANPOWER NEEDS WITH OCCUPATIONAL TRAINING PROGRAMS. OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.	705

## AUTHOR INDEX

	PAGE		PAGE
<u>DUSTMAN, GLADYS E.</u> VT 101 932 A PROJECT TO PROMOTE THE NEEDS OF VOCATIONAL EDUCATION. FINAL REPORT.	722	<u>FOREST SERVICE (DOA).</u> <u>ASHEVILLE, N.C. SOUTHEASTERN</u> <u>FOREST EXPERIMENT STATION.</u> VT 101 822 A GUIDE TO GRADING FEATURES IN SOUTHERN PINE LOGS AND TREES.	674
<u>EAST PROVIDENCE SCHOOL DEPT.,</u> <u>R.I.</u> VT 101 890 CAREER EDUCATION. A GUIDE TO THE 1972-1973 PILOT PROJECT.	703	<u>FOURMAN, THOMAS</u> VT 101 810 PRE-POSTSECONDARY CURRICULUM GUIDE DEVELOPED FOR THE STATE DEPARTMENT OF VOCATIONAL EDUCATION.	669
<u>EDUCATIONAL SERVICES, INC.,</u> <u>WACO, TEX.</u> VT 101 938 GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.	725	<u>FOX VALLEY TECHNICAL INST.,</u> <u>APPLETON, WIS.</u> VT 101 921 AN INVESTIGATION OF THE INTERACTION OF LEARNING STYLES AND TYPES OF LEARNING EXPERIENCES IN VOCATIONAL- TECHNICAL EDUCATION. FINAL REPORT.	716
<u>EMORY, HAROLD L.</u> VT 101 850 AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.	686	<u>FRASS, MELVIN R.</u> VT 101 838 AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.	681
<u>EVANSVILLE-VANDEBURGH SCHOOL</u> <u>CORP., IND.</u> VT 101 812 MINI-GRANT TO DEVELOP A SLIDE PRESENTATION OF PLANT SPECIMENS FOR USE IN VOCATIONAL HORTICULTURE, A. FINAL REPORT.	670	<u>FRAZER, WILLIAM C.</u> VT 101 848 AN ANALYSIS OF THE BANK TELLER OCCUPATION.	685
<u>FARDIG, GLEN E.</u> VT 101 928 DEVELOPMENT OF THE KENTUCKY MODEL FOR MODULARIZED COMPETENCY-BASED VOCATIONAL EDUCATION. FINAL REPORT.	720	<u>FUGATE, DOUGLAS</u> VT 101 809 DEVELOPMENT OF A PRE- POSTSECONDARY CURRICULUM IN SOCIAL SCIENCE FOR HIGH SCHOOL GRADES 11 AND 12.	669

## AUTHOR INDEX

	PAGE		PAGE
<u>GUSTAFSON, RICHARD A.</u> VT 101 930 CURRICULUM DEVELOPMENT COORDINATION FOR NEW HAMPSHIRE SECONDARY VOCATIONAL EDUCATION. FINAL REPORT. JULY 1, 1974 - SEPTEMBER 30, 1974.	721	<u>HOLDER, HAROLD H.</u> VT 101 938 GUIDED OCCUPATIONAL ORIENTATION PROJECT, SYRACUSE CITY SCHOOL DISTRICT. EVALUATION. FINAL REPORT. VOLUME II.	725
<u>HALL, CHARLES W.</u> VT 101 850 AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.	686	<u>HOSKINSON, KAREN</u> VT 101 862 AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.	691
<u>HALL, EUGENE J.</u> VT 101 843 AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.	683	<u>HOWSMON, RONALD L.</u> VT 101 873 AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.	696
<u>HARBAGE, MONROE</u> VT 101 872 AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.	696	<u>HOYT, KENNETH B.</u> VT 101 915 AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.	713
<u>HARESTAD, CLIFFORD E.</u> VT 101 827 AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	676	<u>INNIS, GENE A.</u> VT 101 851 AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.	686
<u>HARNISH, RONALD</u> VT 101 837 AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.	680	<u>JAHODA, JOHN J.</u> VT 101 900 THE NINTH GRADE CAREER EXPERIENCE: A MODEL FOR SECONDARY COUNSEFLORS AND ADMINISTRATORS.	707
<u>HIGHLINE COMMUNITY COLL.</u> <u>MIDWAY, WASH.</u> VT 101 821 LAW ENFORCEMENT CURRICULUM.	673	<u>JOHNSON, MILO P.</u> VT 101 820 TEACHERS' ACCOUNTABILITY TO STUDENTS. SYLLABUS FOR 1971 CONFERENCE. WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION. TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS EDUCATION.	673
<u>HILL, SHERRY G.</u> VT 101 897 A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN ROONE COUNTY, WEST VIRGINIA. FINAL REPORT.	706		

## AUTHOR INDEX

PAGE

PAGE

- JONES, OTHO ELI  
VT 101 883 700  
A STUDY OF ATTITUDES TOWARD  
CAREER EDUCATION OF KEY  
ADMINISTRATIVE-SUPERVISORY  
PERSONNEL IN THE STATE OF  
MARYLAND. OCCASIONAL PAPER IN  
RESEARCH.
- KANSAS CITY SCHOOL DISTRICT,  
MO.  
VT 101 919 715  
OUTREACH FOR URBAN INNER CITY  
YOUTH. FINAL REPORT, VOLUME I.
- KAWATSKI, JEFFERY D.  
VT 101 936 724  
ANALYSIS OF THE DEMAND OF  
INDUSTRIES FOR A LIFT TRUCK  
MAINTENANCE TRAINING PROGRAM  
WITHIN VTAE DISTRICT 15.  
FINAL REPORT.
- KEENE STATE COLL., N.H.  
VT 101 930 721  
CURRICULUM DEVELOPMENT  
COORDINATION FOR NEW  
HAMPSHIRE SECONDARY  
VOCATIONAL EDUCATION. FINAL  
REPORT. JULY 1, 1974 -  
SEPTEMBER 30, 1974.
- KENTUCKY UNIV., LEXINGTON,  
CURRICULUM DEVELOPMENT CENTER.  
VT 101 928 720  
DEVELOPMENT OF THE KENTUCKY  
MODEL FOR MODULARIZED  
COMPETENCY-BASED VOCATIONAL  
EDUCATION. FINAL REPORT.
- KILO, JOSEPH L.  
VT 101 845 684  
AN ANALYSIS OF THE DIESEL  
TRUCK MECHANIC OCCUPATION.
- KITZMILLER, CHARLES C.  
VT 101 870 695  
AN ANALYSIS OF THE INDUSTRIAL  
SALES OCCUPATION.
- KNUPKE, LUCILLE M.  
VT 101 867 693  
AN ANALYSIS OF THE WORD  
PROCESSING OCCUPATION.
- KRAUSE, MARVIN  
VT 101 838 681  
AN ANALYSIS OF THE AIR  
CONDITIONING, REFRIGERATING  
AND HEATING OCCUPATIONS.
- LARSEN, JUDY  
VT 101 817 672  
CAREER EDUCATION IN LANGUAGE  
ARTS. A UNIT APPROACH. GRADES  
7-9.
- LECHNER, DONALD L.  
VT 101 872 696  
AN ANALYSIS OF THE  
HORTICULTURE EQUIPMENT AND  
SERVICES OCCUPATION.
- LEE, ARTHUR M.  
VT 101 889 702  
LEARNING A LIVING ACROSS THE  
NATION. VOLUME III. PROJECT  
BASELINE, THIRD NATIONAL  
REPORT. BASELINE YEAR: 1972-  
73 (FISCAL YEAR 1973). PART  
1: NARRATIVE REPORT. PART 2:  
STATISTICAL ALMANAC.
- LENOIR COMMUNITY COLL.,  
KINSTON, N.C.  
VT 101 896 705  
COMPUTER SERVICES SYSTEMS  
DEVELOPMENT TO COORDINATE  
MANPOWER NEEDS WITH  
OCCUPATIONAL TRAINING  
PROGRAMS. OCCUPATIONAL  
EDUCATION RESEARCH PROJECT  
FINAL REPORT.

## AUTHOR INDEX

	PAGE		PAGE
<u>LINGER, ALBERT H.</u> VT 101 903 IMPROVING EFFECTIVENESS OF MULTI-COUNTY AREA VOCATIONAL PROGRAMS THROUGH THE PROVISION OF IMPROVED JOB PLACEMENT SERVICES. EXEMPLARY PROJECT. FINAL REPORT.	708	<u>MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE, DIV. OF VOCATIONAL-TECHNICAL EDUCATION.</u> VT 101 934 RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. PROJECT V261049L. FINAL REPORT. EVALUATION. (2 DOCUMENTS)	723
<u>LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.</u> VT 101 879 RESEARCH AND DEVELOPMENT IN CAREER EDUCATION. FINAL REPORT.	699	<u>MARYLAND UNIV., COLLEGE PARK, BUREAU OF EDUCATIONAL RESEARCH AND FIELD SERVICES.</u> VT 101 902 COSTS OF EDUCATIONAL ACCOUNTABILITY - A MARYLAND EXPLORATORY STUDY.	708
<u>LUCAL, KARLE A.</u> VT 101 863 AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	692	<u>MASCIO, JOSEPH W.</u> VT 101 831 AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	678
<u>LUSTIG, GARY</u> VT 101 825 AN ANALYSIS OF THE PURCHASING OCCUPATION.	675	<u>MCCAGE, RONALD D., ED.</u> VT 101 916 PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE--1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).	714
<u>MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE.</u> VT 101 895 MARYLAND CAREER DEVELOPMENT PROJECT (K-ADULT). INTERIM REPORT. SEPTEMBER 1972.	705	<u>MCCALEB, OMER K.</u> VT 101 894 PROJECT VIGOR: VOCATIONAL CLUSTER EDUCATION, INTEGRATED AND ARTICULATED GRADES 1-14 WITH GUIDANCE SERVICES, OCCUPATIONAL EXPLORATION AND WORK EXPERIENCE RELEVANT TO GENERAL EDUCATION. THIRD INTERIM REPORT, APRIL 2, 1973.	705
<u>MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE, DIV. OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS.</u> VT 101 883 A STUDY OF ATTITUDES TOWARD CAREER EDUCATION OF KEY ADMINISTRATIVE-SUPERVISORY PERSONNEL IN THE STATE OF MARYLAND. OCCASIONAL PAPER IN RESEARCH.	700	<u>MCGEE, PATRICIA</u> VT 101 854 AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.	688

## AUTHOR INDEX

PAGE

PAGE

MCKINNEY, ORAL C.

VT 101 841 682  
AN ANALYSIS OF THE CARPENTRY  
OCCUPATION.

METROPOLITAN JUNIOR COLL.  
DISTRICT, KANSAS CITY, MO.

VT 101 919 715  
OUTREACH FOR URBAN INNER CITY  
YOUTH. FINAL REPORT, VOLUME I.

MEYERHOLZ, ROBERT

VT 101 812 670  
MINI-GRANT TO DEVELOP A SLIDE  
PRESENTATION OF PLANT  
SPECIMENS FOR USE IN  
VOCATIONAL HORTICULTURE, A.  
FINAL REPORT.

MILLER, ANNETTE

VT 101 914 713  
SEMIANNUAL REPORT ON STATE  
RESEARCH COORDINATING UNIT  
ACTIVITIES FOR THE PERIOD  
JANUARY 1, 1974 - JUNE 30,  
1974.

MISSISSIPPI RESEARCH  
COORDINATING UNIT FOR  
VOCATIONAL-TECHNICAL EDUCATION,  
STATE COLLEGE.

VT 101 884 701  
MISSISSIPPI RESEARCH AND  
CURRICULUM UNIT FOR  
VOCATIONAL-TECHNICAL  
EDUCATION. ANNUAL REPORT.  
FISCAL YEAR 1974.

MISSOURI UNIV., COLUMBIA.  
CENTER FOR EDUCATIONAL  
IMPROVEMENT.

VT 101 920 716  
EVALUATION OF PROJECT  
OUTREACH FOR URBAN INNER-CITY  
YOUTH. FINAL REPORT, VOLUME  
II.

MOLONEY, NEIL

VT 101 821 673  
LAW ENFORCEMENT CURRICULUM.

MOORE, GORDON

VT 101 871 695  
AN ANALYSIS OF THE INSURANCE  
SALES OCCUPATION.

MORaine PARK TECHNICAL INST.,  
FOND DU LAC, WIS.

VT 101 877 698  
COURSE CONTENT AND PROGRAM  
EVALUATION MODEL. FINAL  
REPORT.  
VT 101 893 704  
EVALUATION OF PSYCHOLOGY OF  
HUMAN RELATIONS. FINAL REPORT.

MORSE, DAVID L.

VT 101 847 685  
AN ANALYSIS OF THE AUTOMOTIVE  
SERVICE OCCUPATION.

MOUNT SAN JACINTO COLL., GILMAN  
HOT SPRINGS, CALIF.

VT 101 881 699  
RESEARCH ON APPLICATION OF A  
SELF-ACTUALIZATION PROCESS IN  
AN ATTEMPT TO IMPROVE EFFORT  
AND PERFORMANCE IN SELECTED  
VOCATIONAL PROGRAMS. FINAL  
REPORT.

MOWEN, KENNETH A.

VT 101 842 683  
AN ANALYSIS OF THE COMMERCIAL  
ART OCCUPATION.

MURPHY, JUDY K.

VT 101 866 693  
AN ANALYSIS OF THE SECONDARY  
SCHOOL CLERICAL AIDE  
OCCUPATION.

## AUTHOR INDEX

	PAGE		PAGE
<u>MYERS, KEITH B.</u>		<u>NICHOLS, CHARLES E.</u>	
VT 101 922	717	VT 101 923	717
AN APPRAISAL OF GROUP PROJECT EFFECTIVENESS IN VOCATIONAL SUBJECTS CONDUCTED AS A PART OF THE GRADUATE STUDENT RESEARCH GRANT, PROJECT NO. 19-151-223. FINAL REPORT.		CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.	
<u>MYERS, WILLIAM E.</u>		<u>NICHOLS, LOWELL E.</u>	
VT 101 891	703	VT 101 857	689
TRAINING AND TECHNOLOGY. A SYSTEMS APPROACH FOR INDUSTRIAL TRAINING.		AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.	
<u>NASH TECHNICAL INST., ROCKY MOUNT, N.C.</u>		<u>NORDVIG, CARL A.</u>	
VT 101 933	722	VT 101 858	690
THE PLANNING OF AN AREA OCCUPATIONAL EVALUATION PROGRAM FOR THE DISADVANTAGED AND HANDICAPPED IN NORTH CAROLINA MULTI-COUNTY PLANNING REGIONS L, Q, AND R. FINAL REPORT.		AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.	
<u>NEVADA STATE DEPT. OF EDUCATION, CARSON CITY.</u>		<u>NORTH CENTRAL TECHNICAL INST., WAUSAU, WIS.</u>	
VT 101 887	702	VT 101 936	724
A SURVEY OF ADULT AND CONTINUING EDUCATION PROGRAMS IN NEVADA, FISCAL YEAR 1973-74.		ANALYSIS OF THE DEMAND OF INDUSTRIES FOR A LIFT TRUCK MAINTENANCE TRAINING PROGRAM WITHIN VTAE DISTRICT 15. FINAL REPORT.	
<u>NEWTON, MARK</u>		<u>NORTH DAKOTA UNIV., GRAND FORKS, DEPT. OF BUSINESS AND VOCATIONAL EDUCATION.</u>	
VT 101 927	719	VT 101 947	728
RESEARCH RELATED TO THE REGIONAL CAREER EDUCATION DEVELOPMENT PROJECT. FINAL REPORT.		THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.	
VT 101 931	721	VT 101 948	729
RESEARCH RELATED TO BOWLING GREEN INDEPENDENT SCHOOL SYSTEM'S COMPREHENSIVE CAREER EDUCATION MODEL. FINAL REPORT.		NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.	

## AUTHOR INDEX

	PAGE		PAGE
<u>NORTHERN ARIZONA UNIV.,</u> <u>FLAGSTAFF.</u> VT 101 889	702	<u>OHIO STATE UNIV., COLUMBUS.</u> <u>INSTRUCTIONAL MATERIALS LAB.</u> <u>(TRADE AND INDUSTRIAL</u> <u>EDUCATION).</u> VT 101 823	674
LEARNING A LIVING ACROSS THE NATION. VOLUME III. PROJECT BASELINE, THIRD NATIONAL REPORT. BASELINE YEAR: 1972- 73 (FISCAL YEAR 1973). PART I: NARRATIVE REPORT. PART 2: STATISTICAL ALMANAC.		AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.	
<u>O'CONNOR, PATRICK J.</u> VT 101 831	678	VT 101 824	675
AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.		AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. (PERSONNEL MANAGER)	
<u>OAK RIDGE ASSOCIATED</u> <u>UNIVERSITIES, TENN.</u> VT 101 891	703	VT 101 825	675
TRAINING AND TECHNOLOGY. A SYSTEMS APPROACH FOR INDUSTRIAL TRAINING.		AN ANALYSIS OF THE PURCHASING OCCUPATION.	
<u>OFFICE OF EDUCATION (DHEW).</u> <u>WASHINGTON, D.C.</u> VT 101 915	713	VT 101 826	676
AN INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE U. S. OFFICE OF EDUCATION.		AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.	
<u>OHIO STATE UNIV., COLUMBUS.</u> <u>CENTER FOR VOCATIONAL</u> <u>EDUCATION.</u> VT 101 949	729	VT 101 827	676
PRODUCT SERVICES MODULE. AN EVALUATION REPORT FOR THE OCCUPATIONAL EXPLORATION PROGRAM.		AN ANALYSIS OF THE REAL ESTATE OCCUPATION.	
<u>OHIO STATE UNIV., COLUMBUS.</u> <u>DISTRIBUTIVE EDUCATION</u> <u>MATERIALS LAB.</u> VT 101 875	697	VT 101 828	676
CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.		AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.	
		VT 101 829	677
		AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION.	
		VT 101 830	677
		AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.	
		VT 101 831	678
		AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.	
		VT 101 832	678
		AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.	
		VT 101 833	679
		AN ANALYSIS OF THE BAKING OCCUPATION.	
		VT 101 834	679
		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
		VT 101 835	680
		AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.	

## AUTHOR INDEX

	PAGE		PAGE
VT 101 836	680	VT 101 851	686
AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.		AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.	
VT 101 837	680	VT 101 852	687
AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.		AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.	
VT 101 838	681	VT 101 853	687
AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.		AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.	
VT 101 839	681	VT 101 854	688
AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.		AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.	
VT 101 840	682	VT 101 855	688
AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.		AN ANALYSIS OF THE WELDING OCCUPATION.	
VT 101 841	682	VT 101 856	689
AN ANALYSIS OF THE CARPENTRY OCCUPATION.		AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.	
VT 101 842	683	VT 101 857	689
AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.		AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.	
VT 101 843	683	VT 101 858	690
AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.		AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.	
VT 101 844	683	VT 101 859	690
AN ANALYSIS OF THE DRAFTING OCCUPATION.		AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.	
VT 101 845	684	VT 101 860	690
AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.		AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.	
VT 101 846	684	VT 101 861	691
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.		AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.	
VT 101 847	685	VT 101 862	691
AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.		AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.	
VT 101 848	685	VT 101 863	692
AN ANALYSIS OF THE BANK TELLER OCCUPATION.		AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.	
VT 101 849	686	VT 101 864	692
AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.		AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.	
VT 101 850	686		
AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.			

## AUTHOR INDEX

	PAGE		PAGE
VT 101 865	693	<u>PAMLICO COUNTY SCHOOLS, N.C.</u>	
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.		VT 101 941	726
VT 101 866	693	AN EXPLORATORY STUDY OF PROGRAMMING FOR OCCUPATIONAL EDUCATION IN THE PAMLICO EDUCATIONAL SYSTEM. (OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.)	
VT 101 867	693		
AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.		<u>PAMLICO TECHNICAL INST., ALLIANCE, N.C.</u>	
VT 101 868	694	VT 101 941	726
AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.		AN EXPLORATORY STUDY OF PROGRAMMING FOR OCCUPATIONAL EDUCATION IN THE PAMLICO EDUCATIONAL SYSTEM. (OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT.)	
VT 101 869	694		
AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.		<u>PAOLETTI, DONALD J.</u>	
VT 101 870	695	VT 101 833	679
AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.		AN ANALYSIS OF THE BAKING OCCUPATION.	
VT 101 871	695		
AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.		<u>PEAL, SHARYN</u>	
VT 101 872	696	VT 101 865	693
AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.		AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.	
VT 101 873	696		
AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.		<u>PERRY, LOUIS</u>	
VT 101 874	697	VT 101 926	719
AN ANALYSIS OF THE LANDSCAPING OCCUPATION.		PERSONNEL DEVELOPMENT FOR CAREER EDUCATION. PROJECT NO. D95810-01. FINAL REPORT.	
<u>OREGON STATE DEPT. OF EDUCATION, SALEM.</u>			
VT 101 899	707	<u>PELEGHAAR, JOHN A.</u>	
ABSTRACTS OF COMPLETED 1973- 74 RESEARCH - EXEMPLARY PROJECTS.		VT 101 859	690
		AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.	
		<u>PLESCIA, GEORGE W.</u>	
		VT 101 844	683
		AN ANALYSIS OF THE DRAFTING OCCUPATION.	

## AUTHOR INDEX

	PAGE		PAGE
<u>POMEROY, JAMES W.</u>		VT 101 945	727
VT 101 852	687	PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.	
AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.		VT 101 946	728
<u>PONTIAC CITY SCHOOL DISTRICT, MICH.</u>		PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.	
VT 101 805	667		
STAFF INSERVICE TRAINING PROGRAM MANUAL. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		<u>PUCCI, ALEX L.</u>	688
VT 101 806	667	VT 101 855	
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL I JUNIOR HIGH.		AN ANALYSIS OF THE WELDING OCCUPATION.	
VT 101 807	668	<u>PUERTO RICO STATE DEPT. OF EDUCATION, HATO REY.</u>	
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL II LOWER ELEMENTARY.		VT 101 892	704
VT 101 808	668	CAROLINA SCHOOL DISTRICT SEQUENTIAL APPROACH TO CAREER ORIENTATION AND PREPARATION. INTERIM REPORT.	
CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM. LESSON PLAN MANUAL III UPPER ELEMENTARY.		<u>REHLING, JOSEPH H.</u>	679
VT 101 912	712	VT 101 834	
HUMAN AND COMPUTER ASSISTED CAREER ACHIEVEMENT SKILLS PROGRAM (FORMERLY CCEM COMPUTER ASSISTED GUIDANCE PROGRAM). PHASE III REPORT.		AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.	
VT 101 913	712	<u>REICHEL, GEORGE E.</u>	688
COMPUTER ASSISTED OCCUPATIONAL SEARCH TECHNICAL REPORT. PART OF THE CAREER ACHIEVEMENT SKILLS TRAINING PROGRAM.		VT 101 855	
VT 101 942	726	AN ANALYSIS OF THE WELDING OCCUPATION.	
CAREER EDUCATION MATERIAL DEVELOPED BY PONTIAC CAREER DEVELOPMENT PROGRAM.		<u>RIDENER, NORMA A.</u>	692
VT 101 943	727	VT 101 864	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.		AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.	
VT 101 944	727	<u>ROCCO, BARBARA, ED.</u>	714
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.		VT 101 916	
		PROCEEDINGS, NATIONAL RCU PERSONNEL CONFERENCE: THE SCORE AFTER NINE--1965-1974 (9TH, SCOTTSDALE, ARIZONA, MARCH 18-21, 1974).	

## AUTHOR INDEX

	PAGE		PAGE
<u>ROCHOW, ROBERT J.</u>		<u>SCRUGGS, KENNETH</u>	
VT 101 943	727	VT 101 853	687
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PROCESS SECTION. INTERIM REPORT.		AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.	
VT 101 944	727	<u>SHILL, JAMES F.</u>	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. PRODUCT SECTION. INTERIM REPORT.		VT 101 884	701
VT 101 945	727	MISSISSIPPI RESEARCH AND CURRICULUM UNIT FOR VOCATIONAL-TECHNICAL EDUCATION. ANNUAL REPORT. FISCAL YEAR 1974.	
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. EVALUATION SECTION. INTERIM REPORT.		<u>SIX, JOSEPH E., JR.</u>	
VT 101 946	728	VT 101 835	680
PONTIAC VOCATIONAL CAREER DEVELOPMENT PROGRAM. INTERIM REPORT.		AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION.	
<u>ROSE, VIRGINIA</u>		<u>SNYDER, LOIS M.</u>	
VT 101 865	693	VT 101 846	684
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.		AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.	
<u>ROSEVILLE AREA SCHOOL DISTRICT</u> <u>623, MINN.</u>		<u>SOUTHERN ASSOCIATION OF</u> <u>COLLEGES AND SCHOOLS, ATLANTA,</u> <u>GA. COMMISSION ON OCCUPATIONAL</u> <u>EDUCATION AND INSTITUTIONS.</u>	
VT 101 817	672	VT 101 923	717
CAREER EDUCATION IN LANGUAGE ARTS. A UNIT APPROACH. GRADES 7-9.		CAREER EDUCATION FOR REGION XII TO DEVELOP AND IMPLEMENT A CAREER EDUCATION CURRICULUM, 1-14 IN ELEVEN SCHOOL DISTRICTS, THE HAZARD VOCATIONAL SCHOOL AND HAZARD COMMUNITY COLLEGE. EVALUATION REPORT.	
<u>ROWE, JOHN L.</u>		VT 101 924	718
VT 101 947	728	A COMPREHENSIVE CAREER EDUCATION MODEL GRADES ONE THROUGH FOURTEEN - A RESEARCH AND DEVELOPMENT PROJECT (BOWLING GREEN). EVALUATION REPORT.	
THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.			
<u>SAMS, HELEN C.</u>			
VT 101 846	684		
AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.			

## AUTHOR INDEX

	PAGE		PAGE
VT 101 925	718	VT 101 909	711
CAREER EDUCATION DEVELOPMENT PROJECT. KENTUCKY VOCATIONAL EDUCATION REGION III (OWENSBORO). EVALUATION REPORT.		THE EVALUATION PROCESS IN EDUCATION: COMMUNICATION OR CONTROL.	
<u>SPECK, SAMUEL B.</u>		VT 101 910	711
VT 101 839	681	PROJECTIVE MEASURES OF INTERPERSONAL RELATIONSHIPS AND ATTITUDES TOWARD THE AIR FORCE.	
AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.		VT 101 911	712
<u>STEMPLE, LYNN L.</u>		AN INTEGRATIVE FACTOR ANALYSIS OF LEADERSHIP MEASURES AND THEORIES.	
VT 101 874	697	<u>SYRACUSE CITY SCHOOL DISTRICT, N.Y.</u>	
AN ANALYSIS OF THE LANDSCAPING OCCUPATION.		VT 101 937	724
<u>STRANKE, EDWARD J.</u>		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. FINAL REPORT. VOLUME I.	
VT 101 839	681	VT 101 939	725
AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.		GUIDED OCCUPATIONAL ORIENTATION PROGRAM. ELEMENTARY PROGRAM. FINAL REPORT. VOLUME III.	
<u>SUMPTER, GARY D.</u>		VT 101 940	726
VT 101 897	706	GUIDED OCCUPATIONAL ORIENTATION PROGRAM. SECONDARY PROGRAM. FINAL REPORT. VOLUME IV.	
A COMPREHENSIVE PLAN FOR THE DEVELOPMENT OF VOCATIONAL EDUCATION IN BOONE COUNTY, WEST VIRGINIA. FINAL REPORT.		<u>TENNESSEE STATE DEPT. OF EDUCATION, NASHVILLE, DIV. OF VOCATIONAL-TECHNICAL EDUCATION.</u>	
<u>SWENEY, ARTHUR B.</u>		VT 101 876	697
VT 101 905	709	RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. FINAL REPORT.	
INTERIM REPORT. PROGRESS FOR FUNDING YEAR 1973. (DATA GATHERED AT MCCONNELL AND MALMSTROM AIR FORCE BASES)		<u>THOMAS, LEROY</u>	
VT 101 906	710	VT 101 840	682
INTERPERSONAL POWER RELATIONSHIPS (AS DEFINED BY SUPERIOR-SUBORDINATE INTERSECTIONS).		AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.	
VT 101 907	710		
GUIDELINES FOR MOTIVATIONAL MANAGEMENT.			
VT 101 908	710		
LET'S TAKE THE MANIPULATION OUT OF MANAGEMENT.			

## AUTHOR INDEX

PAGE

PAGE

THOMPSON, DORRIS R.

VT 101 862

691

AN ANALYSIS OF THE  
ADMINISTRATIVE ASSISTING  
OCCUPATION.

TRI-COUNTY VOCATIONAL-TECHNICAL  
CENTER, BUCKHANNO, W. VA.

VT 101 903

708

IMPROVING EFFECTIVENESS OF  
MULTI-COUNTY AREA VOCATIONAL  
PROGRAMS THROUGH THE  
PROVISION OF IMPROVED JOB  
PLACEMENT SERVICES. EXEMPLARY  
PROJECT. FINAL REPORT.

TURNER, RAYMOND C.

VT 101 843

683

AN ANALYSIS OF THE INDUSTRIAL  
MECHANICS OCCUPATION.

ULRICH, LARRY

VT 101 849

686

AN ANALYSIS OF THE CREDIT  
INVESTIGATION OCCUPATION.

UPSHUR COUNTY BOARD OF  
EDUCATION, BUCKHANNO, W. VA.

VT 101 903

708

IMPROVING EFFECTIVENESS OF  
MULTI-COUNTY AREA VOCATIONAL  
PROGRAMS THROUGH THE  
PROVISION OF IMPROVED JOB  
PLACEMENT SERVICES. EXEMPLARY  
PROJECT. FINAL REPORT.

VERNON, ROBERT C.

VT 101 868

694

AN ANALYSIS OF THE AUTOMOBILE  
SALES OCCUPATION.

VIRGINIA STATE DEPT. OF  
EDUCATION, RICHMOND, DIV. OF  
VOCATIONAL EDUCATION.

VT 101 804

666

BUSINESS DATA PROCESSING. A  
TEACHER'S GUIDE.

WAHONICK, RONALD

VT 101 824

675

AN ANALYSIS OF THE PERSONAL  
MANAGING OCCUPATION.  
(PERSONNEL MANAGER)

HALL, JAMES E.

VT 101 884

701

MISSISSIPPI RESEARCH AND  
CURRICULUM UNIT FOR  
VOCATIONAL-TECHNICAL  
EDUCATION. ANNUAL REPORT.  
FISCAL YEAR 1974.

WARREN, DONALD R.

VT 101 941

726

AN EXPLORATORY STUDY OF  
PROGRAMMING FOR OCCUPATIONAL  
EDUCATION IN THE PAMLICO  
EDUCATIONAL SYSTEM.  
(OCCUPATIONAL EDUCATION  
RESEARCH PROJECT FINAL  
REPORT.)

WASHINGTON STATE COORDINATING  
COUNCIL FOR OCCUPATIONAL  
EDUCATION, OLYMPIA.

VT 101 820

673

TEACHERS' ACCOUNTABILITY TO  
STUDENTS. SYLLABUS FOR 1971  
CONFERENCE. WASHINGTON STATE  
COORDINATING COUNCIL FOR  
OCCUPATIONAL EDUCATION.  
TRADE, INDUSTRIAL, TECHNICAL  
AND HEALTH OCCUPATIONS  
EDUCATION.

WAY, HAROLD N.

VT 101 941

726

AN EXPLORATORY STUDY OF  
PROGRAMMING FOR OCCUPATIONAL  
EDUCATION IN THE PAMLICO  
EDUCATIONAL SYSTEM.  
(OCCUPATIONAL EDUCATION  
RESEARCH PROJECT FINAL  
REPORT.)

## AUTHOR INDEX

	PAGE		PAGE
<u>WELLS, JOHN</u>		<u>VT 101 911</u>	712
<u>VT 101 809</u>	669	AN INTEGRATIVE FACTOR	
DEVELOPMENT OF A PRE-		ANALYSIS OF LEADERSHIP	
POSTSECONDARY CURRICULUM IN		MEASURES AND THEORIES.	
SOCIAL SCIENCE FOR HIGH			
SCHOOL GRADES 11 AND 12.			
		<u>WINFREY, PRINCE J.</u>	
<u>WESTERN KENTUCKY UNIV., BOWLING</u>		<u>VT 101 847</u>	685
<u>GREEN, CENTER FOR CAREER AND</u>		AN ANALYSIS OF THE AUTOMOTIVE	
<u>VOCATIONAL TEACHER EDUCATION.</u>		SERVICE OCCUPATION.	
<u>VT 101 927</u>	719		
RESEARCH RELATED TO THE		<u>WISCONSIN STATE BOARD OF</u>	
REGIONAL CAREER EDUCATION		<u>VOCATIONAL, TECHNICAL, AND</u>	
DEVELOPMENT PROJECT. FINAL		<u>ADULT EDUCATION, MADISON,</u>	
REPORT.		<u>RESEARCH COORDINATING UNIT.</u>	
<u>VT 101 931</u>	721	<u>VT 101 918</u>	715
RESEARCH RELATED TO BOWLING		RESEARCH PRIORITIES IN POST	
GREEN INDEPENDENT SCHOOL		SECONDARY VOCATIONAL,	
SYSTEM'S COMPREHENSIVE CAREER		TECHNICAL AND ADULT EDUCATION	
EDUCATION MODEL. FINAL REPORT.		IN WISCONSIN FOR 1975-1977.	
<u>WICHITA STATE UNIV., KANS.</u>		<u>WISCONSIN UNIV. - STOUT,</u>	
<u>CENTER FOR HUMAN APPRAISAL.</u>		<u>MENOMONIE, CENTER FOR</u>	
<u>VT 101 905</u>	709	<u>VOCATIONAL, TECHNICAL AND ADULT</u>	
INTERIM REPORT. PROGRESS FOR		<u>EDUCATION.</u>	
FUNDING YEAR 1973. (DATA		<u>VT 101 921</u>	716
GATHERED AT MCCONNELL AND		AN INVESTIGATION OF THE	
MALMSTROM AIR FORCE BASES)		INTERACTION OF LEARNING	
<u>VT 101 906</u>	710	STYLES AND TYPES OF LEARNING	
INTERPERSONAL POWER		EXPERIENCES IN VOCATIONAL-	
RELATIONSHIPS (AS DEFINED BY		TECHNICAL EDUCATION. FINAL	
SUPERIOR-SUBORDINATE		REPORT.	
INTERSECTIONS).		<u>VT 101 922</u>	717
<u>VT 101 907</u>	710	AN APPRAISAL OF GROUP PROJECT	
GUIDELINES FOR MOTIVATIONAL		EFFECTIVENESS IN VOCATIONAL	
MANAGEMENT.		SUBJECTS CONDUCTED AS A PART	
<u>VT 101 908</u>	710	OF THE GRADUATE STUDENT	
LET'S TAKE THE MANIPULATION		RESEARCH GRANT, PROJECT NO.	
OUT OF MANAGEMENT.		19-151-223. FINAL REPORT.	
<u>VT 101 909</u>	711	<u>VT 101 929</u>	720
THE EVALUATION PROCESS IN		COMMUNICATIONS SKILLS	
EDUCATION: COMMUNICATION OR		WORKSHOP 1974 FOR VOCATIONAL,	
CONTROL.		TECHNICAL AND ADULT EDUCATION	
<u>VT 101 910</u>	711	INSTRUCTORS.	
PROJECTIVE MEASURES OF			
INTERPERSONAL RELATIONSHIPS			
AND ATTITUDES TOWARD THE AIR			
FORCE.			

## AUTHOR INDEX

PAGE

PAGE

WISCONSIN UNIV., MADISON,  
CENTER FOR STUDIES IN  
VOCATIONAL AND TECHNICAL  
EDUCATION.

VT 101 878

698

AN EIGHT DISTRICT PLANNING  
CONSORTIUM AND CAREER  
PREPARATION DELIVERY SYSTEM.  
INTERIM REPORT, AUGUST, 1973.

WYATT, TOM

VT 101 849

686

AN ANALYSIS OF THE CREDIT  
INVESTIGATION OCCUPATION.

PROJECTS  
IN  
PROGRESS  
SECTION

---

---

	PAGE
CURRICULUM DEVELOPMENT . . . . .	791
RESEARCH . . . . .	797

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## CURRICULUM DEVELOPMENT PROJECTS IN PROGRESS

---

	PAGE
TITLE BY STATE INDEX . . . . .	792
ABSTRACTS . . . . .	793
DIRECTORY OF CURRICULUM COORDINATION CENTERS . . .	796

791

134

## TITLE BY STATE INDEX

## Illinois

- Consumer and Homemaking Education - Document Revision  
and Workshop Conduction. VTP 2076
- Development of a Tested Instructional System for  
Infusing Career Education into the Preservice Preparation  
of all Educational Personnel, The. VTP 2080
- Development of Materials and Procedures for Teaching  
Topics Relating to Small Business Ownership and  
Management. VTP 2079
- IMPACT - Instructional Management Program to Advance  
Curriculum Training in Vocational/Career Education. VTP 2082
- Pre-Service Occupational Program (POP)---Phase III. VTP 2081
- Production of Teaching Guides for Fire Cadet Occupations,  
Social Service Occupations, Commercial and Graphic  
Photography, Business Machine Repair, Industrial  
Maintenance. VTP 2078
- Project Update: "An Evaluative Look at the Handbook  
for Career Guidance Counselors". VTP 2077

VTP 2076

Title: Consumer and Homemaking Education - Document Revision and Workshop Conduction.

Principal Investigator: Nina L. Ahler

Recipient Institution: Northern Illinois University, DeKalb

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$30,000.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCF-A6-009

Summary of Project: To involve 10-20 selected consumer and homemaking teachers with exemplary programs in the revision and update of the DVTE publication Suggested Learnings - Consumer and Homemaking and deliver 2,000 copies of the revised document to the DVTE Curriculum Management Center in Springfield, Illinois. To develop and conduct seven one-day workshops at selected locations across the State to in-service practicing consumer and homemaking teachers with regard to utilization of the newly revised Suggested Learnings - Consumer and Homemaking as well as contemporary materials and techniques for the teaching of consumer and homemaking education.

VTP 2077

Title: Project Update: "An Evaluative Look at the Handbook for Career Guidance Counselors".

Principal Investigator: James L. Conley

Recipient Institution: Western Illinois University, Macomb

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$24,454.12

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCB-A6-011

Summary of Project: (1) To evaluate, revise, update and expand the "Handbook for Career Guidance Counselors" as needed using feedback from over 1,100 users of the book; (2) To conduct a counselor workshop for the purpose of disseminating copies of the Handbook with revisions to additional counselors during the Illinois Vocational Association annual meeting, March 24-26, 1976, and (3) To disseminate updated materials to those individuals who have already received copies of the Handbook.

VTP 2078

Title: Production of Teaching Guides for Fire Cadet Occupations, Social Service Occupations, Commercial and Graphic Photography, Business Machine Repair, Industrial Maintenance.

Principal Investigator: Richard G. Allan, A. Rios, and W. P. Gorth

Recipient Institution: National Evaluation Systems, Inc., Amherst, Massachusetts

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$99,688.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCB-A6-012

Summary of Project: (1) Collect information from all necessary sources for identifying content for the teaching guides; (2) Organize the content into outlines, task analyses

and key in supporting documentation for each teaching guide; (3) Write competencies/objectives for each teaching guide; (4) Determine format and sections for teaching guides with the aid of the advisory committee and steering committee; (5) Field test the teaching guides with teachers who will be using them. Direct review of guides by subject matter experts; and (6) Produce appropriate copies of the teaching guides and ship them to DVTE.

## VTP 2079

Title: Development of Materials and Procedures for Teaching Topics Relating to Small Business Ownership and Management.

Principal Investigator: Robert E. Nelson

Recipient Institution: University of Illinois, Urbana-Champaign

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$59,322.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCB-A6-013

Summary of Project: (1) To prepare a concept paper to outline the purpose and proposed outcomes of the project; (2) To prepare an annotated bibliography of selected curriculum materials relating to small business ownership and management; (3) To develop a curriculum guide of approximately 10-12 instructional modules pertaining to small business ownership and management; (4) To prepare case studies to accompany each curriculum module; (5) To design a minimum of two measurement instruments to determine the value of the materials and technical used to implement the materials into the curriculum; and (6) To pilot test (fall, 1975) and field test (spring, 1976) the curriculum materials in a variety of high school, community college, and continuing and adult education programs.

## VTP 2080

Title: The Development of a Tested Instructional System for Infusing Career Education into the Preservice Preparation of all Educational Personnel.

Principal Investigator: David V. Tiedeman

Recipient Institution: Northern Illinois University, DeKalb

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$124,374.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCB-A6-015

Summary of Project: (1) Plan, develop, offer and formatively evaluate three new NIU courses (Foundations of Career Education, Career Education Techniques, and Organization and Administration of Career Education) and two revised courses (Career Development and Seminar for Research in Careers). This series of undergraduate through grade levels courses in career education will be offered to preservice educational personnel on an elective basis. (2) Plan, develop, formatively evaluate, and publish a transportable preservice instructional system designed to prepare elementary and secondary educational personnel for the practice of career education. (3) Continue to offer and formatively evaluate existing NIU course (Teaching Career Development in the Elementary Schools).

VTP 2081

Title: Pre-Service Occupational Program (POP)---Phase III.

Principal Investigator: Franzie Loepp

Recipient Institution: Illinois State University, Normal

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$59,336.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCB-A6-016

Summary of Project: Project staff will: Develop ten complete modules called "POP Kits." Pilot test all of the POP Kits from the areas of Instructional Planning, Execution of Instruction, and Evaluation of Instruction in established programs at Illinois State University. Pilot test POP Kits developed in Phase II as requested by public universities in Illinois. Revise POP Kits on the basis of pilot test results. Make presentations concerning POP materials at selected conferences, workshops and/or professional meetings. Provide 10 complete revised editions of thirty POP Kits to the DVTE by June 30, 1976.

VTP 2082

Title: IMPACT - Instructional Management Program to Advance Curriculum Training in Vocational/Career Education.

Principal Investigator: George K. Cooper

Recipient Institution: Eastern Illinois University, Charleston

Start - End Dates: August 25, 1975 to August 24, 1976

Annual Funding: \$83,123.00

Supporting Agency: Illinois Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, IL, 62706

Contract and/or Control No.: PCE-B6-019

Summary of Project: (1) Test and refine a university-based program which will provide EPDA 553 participants with the necessary skills, knowledges, and competencies required of a person in the development of new curriculum or involved in the rewriting, revising, or updating of existing curricula, (2) Recruit, enroll, and train a minimum of ten (10) graduate level students in the program so that they have attained the necessary competencies by September 1976. The curricula designed during the course of the program will: (1) train competent curriculum development specialists while the project is in progress; (2) be flexible and adaptable to institutional structure and instructional patterns; (3) allow for the diversity found in individuals who will enter the graduate level of training; (4) provide for the diversity of tasks identified with curriculum design and development positions; and (5) test curriculum training options.

# DIRECTORY OF CURRICULUM COORDINATION CENTERS

## WESTERN CURRICULUM COORDINATION CENTER

Dr. James Becket, Director  
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721 Capitol Mall  
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THE PACIFIC ISLANDS

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Mr. Ron Meek, Director  
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Mr. James L. Blue, Director  
Washington State Coordinating Council  
for Occupational Education  
222 Airdustrial Park, Bldg. 17  
Olympia, WA 98504  
(206) 753-0878

ALASKA, COLORADO, IDAHO, MONTANA,  
NORTH DAKOTA, OREGON, SOUTH DAKOTA,  
UTAH, WASHINGTON, WYOMING

## RESEARCH PROJECTS IN PROGRESS

	PAGE
TITLE BY STATE INDEX . . . . .	798
ABSTRACTS . . . . .	801
DIRECTORY OF STATE RESEARCH COORDINATING UNITS .	826

## TITLE BY STATE INDEX

Florida	Coordinate Vocational Curriculum Development Activities.	VTP 2131
	Employment of a Dissemination Coordinator at FA&M University.	VTP 2095
Idaho	Vocational Mining.	VTP 2087
Indiana	Assessment and Evaluation of the Public's Perception of Vocational Education in Indiana.	VTP 2091
	Changing Trends in the Plans of High School Seniors: Comparisons in the Educational, Employment and Occupational Plans of the Seniors in Indiana High School Classes of 1966, '69, '72 and '75.	VTP 2103
	Developing a System for Comprehensive Screening-Placement-Follow-Up Services for Local Education Agencies.	VTP 2130
	Development and Field Testing of Audio-Visual Material for Thirteen Units of Leadership Instruction.	VTP 2129
	Development of a County-Wide Cooperative Guidance Program with Emphasis on Counseling, Guidance, and Placement.	VTP 2094
	Development of a Generalizable Evaluation Model for Vocational Teacher Education.	VTP 2102
	Development of a Health Occupations Continuing Education Center.	VTP 2097
	Griffith High School Career Education Pilot Project.	VTP 2107
	Implementation of Career Development Program.	VTP 2092
	Pilot Project to Develop Work-Infused Experiences for Mathematics Instruction, A.	VTP 2089
Kentucky	System to Integrate and Increase Efforts of Universities' Counselor Educators, and Vocational Educators to Develop a Stronger Counselor Training Program, A.	VTP 2128
	Articulation Project for Allied Health.	VTP 2124
	Competency-Based Curriculum Project.	VTP 2120
	Triangular Teaching Process; Using Mass Communication as a Media to Integrate Vocational and Academic Curricula through Cooperative Efforts of a Public High School, Vocational School and a Four Year College, A.	VTP 2122

	Two Hour Vocational Classes at the Laurel County Area Vocational School.	VTP 2106
Maine	North Haven Career Education Model Development.	VTP 2100
Mississippi	Career Orientation for High School Student Leaders in Agricultural Occupations.	VTP 2090
New Hampshire	Agricultural Work-Study Career Education Program for Academically and Socio-economically Deprived Urban New Hampshire High School Incoming Sophomore Students. An.	VTP 2113
	Discriminatory Factory of Social Adjustment for Transitional Students.	VTP 2111
	Follow-Up Survey of the Graduates of the High Schools in Vocational Region #8 of New Hampshire, A.	VTP 2116
	Microbiology Modules.	VTP 2119
	New Hampshire Model for Vocational Guidance, Counseling, Placement, and Follow-Up Services (Continuation).	VTP 2125
	North County Education Services - Career Education Component.	VTP 2132
	Proposal for an Occupational Education Resource Center, A.	VTP 2104
	Solar Heat Project.	VTP 2114
	Study of Drop-Outs - 1970-1974, A.	VTP 2108
	Study of the Effectiveness of Vocational Education at Berlin Area Vocational Center, A.	VTP 2117
North Carolina	Consortium for Planning Local Production and Sharing of Instructional Media in Occupational Education, A.	VTP 2126
North Dakota	Work Experience and Career Exploration Program.	VTP 2093
Rhode Island	"APOLLO", Advising Parents on Learning Life-Goal Opportunities.	VTP 2112
	Career Awareness in North Scituate.	VTP 2110
	Career Concepts Awareness.	VTP 2121
	Career Orientation Education.	VTP 2133
	Developmental Program for Preparing Students for the World of Work.	VTP 2123
	Family Day Care Homes - For Child Development and Parent Development.	VTP 2118

	Industrial Based Career Education.	VTP 2134
	Opening Doors to Awareness.	VTP 2109
	Pre-Vocational Program.	VTP 2127
	Techniques of Industrial Knowledge (T.I.K.).	VTP 2105
	Woonsocket Vocational-Technical Skill Center Planning Grant.	VTP 2115
Virginia	Establishment and Operation of a Student Job Placement Service.	VTP 2096
	Vocational Education Management Information System for Virginia.	VTP 2088
	Vocational-Technical Education Consortium of States in Virginia.	VTP 2101
Washington	Continuation of a Special Project on the Development of an Instrument for Prescribing Compensatory Education for Vocational Technical Trainees.	VTP 2099
	Employment and Employment Training Needs of Older People.	VTP 2086
	Increasing Business Education Opportunities.	VTP 2098
	Management Experience Project.	VTP 2085
	Marine Resources as an Instructional Unit in Vocational Agriculture and Renewable Resources.	VTP 2083
	Research and Development of Metallurgy and Power Supply Instructional Offerings for Community College Welding Students.	VTP 2084

VTP 2083

Title: Marine Resources as an Instructional Unit in Vocational Agriculture and Renewable Resources.

Principal Investigator: Robert Ruthemeyer

Recipient Institution: Ocota School District 172, Westport, WA, 98595

Start - End Dates: August 15, 1975 to June 15, 1976

Annual Funding: \$2,700.00

Supporting Agency: Washington State Coordinating Council for Occupational Education, Building 17 - Airdustrial Park, Olympia, WA, 98504; Washington State Department of Education, Division of Vocational Education, Olympia, WA, 98504

Contract and/or Control No.: No data

Summary of Project: In August 1975 the Vocational Agriculture Advisory Committee will be formed. Members will include persons from the Marine Industry. The Advisory Committee and other knowledgeable persons will assist the instructor with the curriculum development. An initial suggested resource unit outline includes: The Ocean as a Resource, Identification of Pacific Fishes and Crustaceans, Life Cycle of Selected Marine Life, Fundamentals of Salmon Farming, Fundamentals of Navigation, Rules of the Road, Methods of Fishing, Dressing, Care and Preparation of Seafoods, and Customer Relations. The Advisory Committee will help with the selection of resource persons to augment the instructional program. Local marine resource persons will be used as an examination board. In May 1976, students 16 years or older will be given an oral examination by the board on their knowledge of Marine Resources. The Advisory Committee and Instructor will facilitate the 1976 summer work placement of students 16 years and older. A set of instructional materials plus evaluation of the project objective will be made to the Research Coordinating Unit in September 1976.

VTP 2084

Title: Research and Development of Metallurgy and Power Supply Instructional Offerings for Community College Welding Students.

Principal Investigator: Jack Uchida

Recipient Institution: Bellevue Community College, Community College District 8, 3000 - 145th Pl. S.E., Bellevue, WA, 98007

Start - End Dates: May 13, 1975 to June 30, 1976

Annual Funding: \$1,000.00

Sponsoring Agency: Washington State Coordinating Council for Occupational Education, Building 17 - Airdustrial Park, Olympia, WA, 98504; Washington State Department of Education, Division of Vocational Education, Olympia, WA, 98504

Contract and/or Control No.: No data

Summary of Project: Welders who work in highly technical fields often lack skills in basic metallurgy and are not familiar with operating the welding machines used for these purposes. A developmental program will provide skill upgrading opportunities for students and former students of regular welding programs. Courses that are appropriate to develop and research are: Welding Metallurgy of Ferrous Materials, Welding Metallurgy of Non-ferrous Materials, Theory and Operation of Welding Power Supplies. Since the educational levels of most welders are below college level, innovative teaching techniques need to be developed to plan appropriate learning experiences for those students with limited generic skills. Each welding class will be surveyed to discover student educational level and understanding of generic skills. Teaching techniques will be determined by this information. There will be continuous evaluation of skills learned in each of the pilot classes and a final evaluation to determine whether this should be part of the regular degree program.

VTP 2085

Title: Management Experience Project.Principal Investigator: Harold O. BeggsRecipient Institution: Grand Coulee Dam School District 301J, P. O. Box 117, Electric City, Washington, 99123Start - End Dates: September, 1975 to June, 1976Annual Funding: \$1,800.00Sponsoring Agency: Washington State Research Coordinating Unit, Coordinating Council for Occupational Education, Building 17 - Airdustrial Park, Olympia, WA, 98504;  
Washington State Department of Education, Division of Vocational Education, Olympia, WA, 98504Contract and/or Control No.: No data

Summary of Project: This project will provide for a feasibility study and initial operation of the concession stand at Spring Canyon National Recreation Area by the Vocational Education Department at Lake Roosevelt High School. This project would be operated in cooperation with the National Park Service which controls this Recreation Area. The concession stand will be operated during the months of June, July and August. Lake Roosevelt High School students in the Diversified Occupations Program would assume the responsibility of managing and operating this concession stand. Through this experience they would gain management and merchandising skills which would be valuable to them in post-high school work experiences. High school credits will be given to students who participate in the project. Gas and boat maintenance service would be provided by students from our Vocational Auto Mechanics program. These students would be provided with special training on boat engine repair during the 1975-76 school year and then would use these skills to service boats at the marina at Spring Canyon.

VTP 2086

Title: Employment and Employment Training Needs of Older People.Principal Investigator: Robert E. SarvisRecipient Institution: Edmonds Community College, 20000 68 Avenue West, Lynnwood, WA, 98036Start - End Dates: April 15, 1975 to August 31, 1975Annual Funding: \$888.00Sponsoring Agency: Washington State Research Coordinating Unit, Coordinating Council for Occupational Education, Building 17 - Airdustrial Park, Olympia, WA, 98504;  
Washington State Department of Education, Division of Vocational Education, Olympia, WA, 98504Contract and/or Control No.: No data

Summary of Project: Through survey and in-depth interviews, this investigation would attempt to disclose some types and amount of vocational retraining services for older people and retired workers for whom traditional vocational programs are totally inappropriate. The study would further attempt to disclose ways in which vocational education can accommodate various skill levels as these may be assessed in designing competency based short term vocational training that would lead to the satisfaction of intrinsic and extrinsic rewards that should prove non-threatening to the society. Essentially the measurement instruments would measure those desirable rewards and those necessary rewards within the work itself. Normative data will be secured from a random sample selected from Employment Security enrollees and Senior Center members. Student assistants will aid in conducting in-depth interviews with the 20% sampling. From these data the principal investigator will construct the requisites obtained as they tend to formulate the principles and needed conditions for vocational skill

retraining and skill areas. This research would then become the base from which a pilot study will be designed to test the principles and applications in a study to follow.

VTP 2087

Title: Vocational Mining.

Principal Investigator: John "L" Reager

Recipient Institution: Wallace High School, District #393, Idaho

Start - End Dates: July 1975 to June 1976

Annual Funding: \$15,000.00

Sponsoring Agency: Idaho State Department of Education, Boise

Contract and/or Control No.: No data

Summary of Project: The purpose of this project is to prepare high school youth for entry level employment in occupations associated with the mining industry. Students will be employable on a basic level in the field of mining in Idaho. Actual employment conditions will be provided for students. Some will be allowed to work right in the mines for experience (as age of student permits). It is the goal of this on-going project to produce a safety-conscious student miner for employment with local mining companies. The program curriculum consists of a rigid course of study on mining hazards, avoiding injury, use of equipment, methods of ground support. The classes will run 36 weeks for 3 hours per day--a total of 540 hours.

VTP 2088

Title: Vocational Education Management Information System for Virginia.

Principal Investigator: Donald E. Elson

Recipient Institution: Virginia Polytechnic Institute and State University, Blacksburg, VA

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$33,345.00

Sponsoring Agency: Virginia State Department of Education, Division of Vocational Education, Richmond

Contract and/or Control No.: No data

Summary of Project: The major objective of this research is to improve and expand the Vocational Education Management Information System for Virginia (VEMIS-V). Specifically, this project will: (1) investigate further computerization of major components of VEMIS-V and the five-year planning documents; (2) print the Vocational Education Reporting System (VERS) forms for 1975-76 and print and distribute a TEACHER'S GUIDE - 1975 and a revised TEACHER'S GUIDE - 1976; (3) conduct an evaluation of VERS to determine the adequacy of the information provided by the system to local school divisions for evaluation and planning of local vocational education programs; (4) conduct a study of the follow-up information needs of local school divisions and submit a report; (5) revise and update VERS to meet changing information needs and print the 1976-77 VERS forms. All materials developed in this research, with the exception of the VERS teacher's guide and forms, will be sent to the Division of Vocational Education staff in a limited number of copies. The VERS TEACHER's GUIDE - 1975 and TEACHER's GUIDE - 1976 will be printed for state-wide distribution and VERS coordinators in each school division will be sent copies. The VERS scanning forms will be ordered in sufficient copies for state-wide use.

VTP 2089

Title: A Pilot Project to Develop Work-Infused Experiences for Mathematics Instruction.

Principal Investigator: Richard P. Morrison

Recipient Institution: Elkhart Community School Corporation, 2720 California Road, Elkhart, Indiana, 46514

Start - End Dates: July 1, 1975 to August 31, 1976

Annual Funding: \$14,100.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: This project will prepare a handbook of experiences for use by mathematics instructors at all school/age levels. The experiences will relate specific mathematics concepts to examples found in business/industry/service/government work stations and suggest concrete experiences for infusion into the math courses. The handbook could be used as supplementary materials for LEA's which pilot portions of the Career Education Curriculum Guide and will describe experiences in relation to each of the 15 USOE Career Clusters. The project will compile "concept lists" for the mathematics curriculum obtained from test makers and the work world. The project will be conducted in three stages: (1) major test companies will be requested to supply technical materials showing the categories of concepts in mathematics that are used in developing their mathematics diagnostic and achievement tests; (2) data will be gathered from mathematics teachers and industry/business/service/government personnel to select appropriate mathematics concepts and experiences; (3) curriculum consultants will write a handbook.

VTP 2090

Title: Career Orientation for High School Student Leaders in Agricultural Occupations.

Principal Investigator: Ronald A. Brown

Recipient Institution: Mississippi State University, Department of Agricultural and Extension Education, Drawer AV, Mississippi State, Mississippi, 39762

Start - End Dates: June 1, 1975 to June 30, 1976

Annual Funding: \$19,883.96

Sponsoring Agency: Mississippi State Department of Education, Division of Vocational and Technical Education, P. O. Box 771, Jackson, Mississippi, 39205

Contract and/or Control No.: No data

Summary of Project: This project is designed to increase the knowledge and awareness of high school students regarding careers in agriculture. Junior and senior high school student leaders who have shown an interest in agricultural occupations will be selected to participate in a variety of activities of interest to them focused on career opportunities in agriculture and requisites for such careers. Upon the completion of these activities, the students will be expected to: (1) Have increased their awareness of the broad range of occupations available in agriculture, (2) Have gained an understanding of the requisites for various families of occupations in agriculture, (3) Be able to return to their home high school and present a program of career information to their peers in an organized manner. In cooperation with the students' respective vocational agriculture teachers, students will participate in an intensive orientation session designed to provide the variety of experiences necessary to maintain the interest of high school students. Activities such as field trips, demonstrations, tours, audio-visual, presentations, and resource material development will be provided by representatives of agribusiness, agricultural agencies, and various departments of the College of Agriculture. These students will be given assistance in planning similar programs of activities for their peers at their local high schools.

VTP 2091

Title: Assessment and Evaluation of the Public's Perception of Vocational Education in Indiana.

Principal Investigator: Betty A. Sawyers

Recipient Institution: Department of Education, Purdue University, West Lafayette, Indiana, 47907

Start - End Dates: June 1, 1975 to May 31, 1976

Annual Funding: \$9,550.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: The purpose of this study is to define the general image of vocational-technical education in Indiana as represented by a statistical sampling of respondents from a variety of identified categories. Objectives are to: (1) Determine the overall perception of vocational education held by the general public, (2) Determine if there are differences in perceptions related to the various areas within vocational education, (3) Identify the perceptions of vocational education held by the following publics: (a) junior high school students, (b) senior high school students, (c) elementary, secondary teachers and school personnel, (d) parents and patrons of a school district, (e) employers of vocational education graduates, (f) young adults not currently in school; (4) Identify the determinants of a positive/favorable perception of vocational education. This study will in general develop and refine instruments that may be administered by any LEA to access the image of vocational-technical education. It will establish research procedures and analysis methods which may be replicated. Specific products include: (1) A description of the image of vocational education in a defined geographical area of Indiana by: (a) specified population characteristics, (b) discipline area such as agri-business, distributive education, etc. (2) Strategies and techniques that produce favorable perceptions of vocational education. (3) Recommendations to appropriate vocational educational personnel related to potential productive activities to either change unfavorable perceptions or enhance favorable ones.

VTP 2092

Title: Implementation of Career Development Program.

Principal Investigator: George Savis

Recipient Institution: School Town of Highland, Highland, Indiana

Start - End Dates: June 1975 to May 1976

Annual Funding: \$9,900.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: (1) Through classroom experience and participation in exercises in the Career Resource Center, each student will be aware of careers available locally and nationally. (2) When given a list of career areas, the students will identify 90% of the career opportunities available locally and which are not available locally. (3) Each student will be able to list and describe at least 10 of the Career Clusters as identified by the U.S. Office of Education. (4) Each student will visit at least 6 different possible career areas in the Lake-Cook County areas during the semester and the Area Technical-Vocational Career Center. (5) Each student will be placed in at least 2 on-the-job experience situations to observe, and hopefully have hands-on experience in the career fields. (6) Each student will be able to list at least 2 of

his aptitude strengths and any weaknesses. This will be accomplished through administration of the General Aptitude Test Battery by counselors specially trained to administer it. (7) After taking an interest inventory, each student will be able to list his major areas of interest or areas which are of least interest to him. (8) A four year high school program will be developed by each student reflecting the student's understanding of his abilities and interests so that the student is able to take advantage of career opportunities as they present themselves after high school.

VTP 2093

Title: Work Experience and Career Exploration Program.

Principal Investigator: Lyle Sorum

Recipient Institution: Fargo Public Schools, Fargo, North Dakota

Start - End Dates: August 1975 to June 1976

Annual Funding: \$18,000.00

Sponsoring Agency: North Dakota State Board for Vocational Education, Bismarck

Contract and/or Control No.: No data

Summary of Project: WECEP is designed for 14 and 15 year old students that do not respond positively to the regular school program. It provides an opportunity for the student to apply in-school education through employer-employee relations, actual work experience, and helps a student to acquire a basis from which to choose a career avenue. The greatest contribution the program is expected to make to education is that educationally disadvantaged students will be motivated to remain in school after the ninth grade and that these students will develop a positive attitude toward education in general, toward teachers, co-students, and co-workers. Alienated or turned off students will be identified and screened for admission in WECEP. Students will participate in a program orientation session. Individual in-school schedules will be designed for each student. A student may be enrolled in some regular classes or be totally assigned to the WECEP educational program. The teacher-coordinator will provide group and individual instruction and will assist the student in securing part time employment. The teacher-coordinator will also attempt to bring about an attitudinal change in the student toward school and the career aspiration of the student. A part of the instruction is aimed toward the development of safety concepts related to school community, and employment; and towards development of desirable attitudes toward work.

VTP 2094

Title: Development of a County-Wide Cooperative Guidance Program with Emphasis on Counseling, Guidance, and Placement.

Principal Investigator: Michael Vietti

Recipient Institution: Porter County Schools, Porter County Career Cooperative

Start - End Dates: June 1, 1975 to May 31, 1975

Annual Funding: \$11,940.00

Sponsoring Agency: Indiana State Department of Education, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: It is the purpose of this project to help guidance counselors in Porter County become more efficient and successful career counselors through a training program designed to: (1) Broaden their perspective of vocational technical education, (2) Develop a successful career guidance program in their respective schools involving students, parents, faculty, and administration, (3) Provide a broader knowledge of occupational opportunities in their immediate geographic area, and (4) Bridge the

communication gap between guidance counselors and vocational-technical personnel. The above objectives will be accomplished with in-service training programs involving guidance counselors and consultants with expertise in guidance and counseling, vocational education, career education concepts, job placement, business and industry, and organized labor. Specific tasks will be developed to direct the gathering of information related to occupational employment opportunities and patterns in the local community and to produce a resource listing of employment opportunities that can aid the counselor in vocational and career guidance.

VTP 2095

Title: Employment of a Dissemination Coordinator at FA&M University.

Principal Investigator: Paul Mohr

Recipient Institution: Florida A&M University, Tallahassee, Florida, 32307

Start - End Dates: July 1975 to June 1976

Annual Funding: \$23,880.00

Sponsoring Agency: Florida State Department of Education, Tallahassee, Florida, 32304

Contract and/or Control No.: C5-007

Summary of Project: The purpose of this project is to create a Dissemination Coordinator position in the College of Education at The Florida Agricultural and Mechanical University, to provide leadership and assistance in the development and operation of a statewide system for disseminating vocational education products and processes designed to improve education at the district school, community college, university and other government agency levels in occupational areas of agriculture, home economics, business, distributive, health occupations, technical, industrial, manpower and diversified education for regular, disadvantaged and handicapped students. The primary functions of the Dissemination Coordinator are: (1) to act as liaison between the State Department of Education which is responsible to establish policy and priority; and (2) to serve as a technical resource person for identified target group users who need the products and processes designed to improve vocational education within the state-wide system. Responsibilities of the Dissemination Coordinator include: (1) Assisting in keeping current policies and procedures needed to operationalize and maintain the system of dissemination and diffusion; (2) Assisting in developing dissemination plans for each development project funded in the Division for curriculums, evaluations, assessments, accountability for all occupations at all levels of education and for all target groups; (3) Providing consultative services to all technical assistants engaged in the process of dissemination improved processes and practices in vocational education; (4) Monitoring the managerial aspects of funded dissemination projects.

VTP 2096

Title: Establishment and Operation of a Student Job Placement Service.

Principal Investigator: William P. Young

Recipient Institution: Arlington County Public Schools (007), Virginia

Start - End Dates: July 1, 1975 to June 30, 1978

Annual Funding: \$30,000.00

Sponsoring Agency: Virginia State Board of Education, Richmond, VA, 23216

Contract and/or Control No.: No data

Summary of Project: It will be the purpose of this project to provide for a greater concentration of vocational guidance and to work with the guidance department of the school in providing a better guidance program for all students. It will also be the

purpose of this project to provide placement services for all students at every exit level and to coordinate these services with employment agencies now in existence and with employers. A system for follow-up will be developed in order that the placement office may determine the effectiveness of the program and the success of former students. The follow-up will assist in continued program development and changes. Objectives include: (1) Assist in the placement of high school graduates, dropouts, and students who want part-time employment. (2) Work closely with the coordinators of the various cooperative education programs, and with the Career Center staff in the placement of students. (3) Work closely with the guidance department in providing vocational guidance opportunities. (4) Assist students to advance in their job situation. (5) Develop and maintain a job bank. (6) Maintain a detailed follow-up of all students taking advantage of the services offered by the placement office for at least three years after leaving the school.

VTP 2097

Title: Development of a Health Occupations Continuing Education Center.

Principal Investigator: Joyce Stevens

Recipient Institution: Evansville-Vanderburgh School Corporation, 1900 Stringtown Road, Evansville, Indiana, 47711

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$16,425.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: 40-74-D-4

Summary of Project: The major objective of this continuation of a project begun in 1974 is to develop a model for the establishment and administration of vocational health occupations continuing education centers. Objectives are: (1) To complete the educational programs currently being offered and evaluate their impact on work performance of the participants. (2) To offer additional programs based on the priority learning needs identified in the survey of the first year for licensed practical nurses, operating room technicians and nurse aides. (3) To expand the survey of learning needs to include other health occupations and other occupational settings and to offer needed programs. (4) To evaluate by testing in operation and then refine the administrative policies, procedures and recording system of the continuing education center. Some expected outcomes are: (1) Improved job performance of workers and consequently improved quality of health care. (2) Increased job satisfaction and opportunities for participants. (3) Clarification of the possible involvement of vocational education as a force in improving the quality of health care through continuing education offerings. (4) Development of a manual for the administration of health occupations continuing education centers.

VTP 2098

Title: Increasing Business Education Opportunities.

Principal Investigator: Iva Kjosnes

Recipient Institution: Zillah High School, Box 777, Zillah, Washington, 98853

Start - End Dates: June 15, 1975 to June 30, 1976

Annual Funding: \$948.00

Sponsoring Agency: Washington State Research Coordinating Unit, Coordinating Council for Occupational Education, Building 17 - Airdustrial Park, Olympia, Washington, 98504; Washington State Department of Education, Division of Vocational Education, Olympia, WA, 98504

Contract and/or Control No.: No data

Summary of Project: To provide greater opportunity for students through multi-media self-instructional material to enroll in business and secretarial courses, the teacher will work for 20 days during the summer preparing individualized material for Typing, Business Machines, Office Procedures, Bookkeeping, Record Keeping, and Shorthand. Limited class offerings, missing school because of farm work and home situations often prevent a student from succeeding in regular vocational classes. This program would make it possible for the student to work any period at school or at home and would increase course offerings during the 1975-76 school year.

VTP 2099

Title: Continuation of a Special Project on the Development of an Instrument for Prescribing Compensatory Education for Vocational Technical Trainees.

Principal Investigator: Delight C. Willing

Recipient Institution: Renton Vocational Technical Institute, 3000 NE Fourth Street, Renton, WA, 98055

Start - End Dates: May 1, 1975 to June 30, 1976

Annual Funding: \$25,936.00

Sponsoring Agency: Washington State Department of Education, Division of Vocational Education, Olympia

Contract and/or Control No.: No data

Summary of Project: To permit remediation of specific skill deficiencies related to vocational training areas, a series of pre-entry criterion-referenced tests will be developed. Each test will assess verbal and numerical competencies which are identified as prerequisites to successful training in the selected vocational areas. During FY 75 three such tests have been developed; this continuation project will develop at least ten additional tests, a teacher's manual, and program for state-wide dissemination. Use of the developed tests with all potential enrollees in each of the training areas will permit identification of those students demonstrating severe weaknesses in the basic competencies and allow for appropriate prescription of remedial education. Case studies will be maintained on students tested, including test scores, records of remedial education, records of progress in vocational education, and assessments of improvement made by vocational instructors. Evaluation of the project will be carried out by a third-party evaluator.

VTP 2100

Title: North Haven Career Education Model Development.

Principal Investigator: Peter J. Mendall

Recipient Institution: S.A.D. #7, North Haven Community School, North Haven, Maine, 04853

Start - End Dates: July 1, 1974 to June 30, 1975

Annual Funding: \$3,371.00

Sponsoring Agency: Maine State Department of Educational and Cultural Services, Augusta, Maine, 04330

Contract and/or Control No.: 75-96-534-75

Summary of Project: To initiate the development of a K-12 Career Education model suitable to the needs of North Haven and similarly small, isolated schools. North Haven Community School will train staff, purchase equipment, develop materials, and focus resources to develop a curriculum responsive to the needs of the students in their contemplation of career choices. The approach we develop at North Haven will provide a model for the development of Career Education programs at other schools which share our constraints: geographic isolation, small population, limited career and educational references and limited school resources.

VTP 2101

Title: Vocational-Technical Education Consortium of States in Virginia.

Principal Investigator: Dewey A. Adams

Recipient Institution: Virginia Polytechnic Institute & State University, Blacksburg, VA, 24061

Start - End Dates: July 1, 1975 to June 30, 1977

Annual Funding: \$59,139.00

Sponsoring Agency: Virginia State Board of Education, Richmond, Virginia, 23216

Contract and/or Control No.: No data

Summary of Project: The major objectives of this project are to develop the catalogs of performance objectives and criterion-referenced measures for which Virginia is responsible through its membership in the Vocational-Technical Education Consortium of States (V-TECS), which was formed to promote and develop performance-based materials for occupational education. The project will complete two catalogs currently assigned for Nursing Assistance and Logging (Timber Harvesting) and four additional catalogs to be assigned during fiscal years 1976 and 1977. Final versions will be developed based upon: state-of-the-art study, surveys of incumbent workers, task inventory lists, and field testing. Catalogs will be distributed to teachers in appropriate occupational areas during a series of in-service courses or workshops.

VTP 2102

Title: Development of a Generalizable Evaluation Model for Vocational Teacher Education.

Principal Investigator: Charles Kline and William B. Richardson

Recipient Institution: Purdue University, Department of Education, West Lafayette, Indiana 47907

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$11,933.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: The purpose of this project is to develop a functional and generalizable working model for the evaluation of vocational teacher education programs. The project will detail the generalizable process and product criteria that form a functional model for evaluation and explain how such criteria can be merged into a functional model. Interim process and product reports regarding the nature and scope of existing vocational teacher education programs in Indiana and the status of current and past graduates will be prepared. In conjunction with a project advisory committee, Purdue University and Indiana University will cooperate in developing data collection instruments, analyzing data, and refining a working model. Purdue University will prepare a final report combining process and product criteria. Indiana University will conduct a state-wide dissemination conference concerning the model and the data obtained.

VTP 2103

Title: Changing Trends in the Plans of High School Seniors: Comparisons in the Educational, Employment and Occupational Plans of the Seniors in Indiana High School Classes of 1966, '69, '72 and '75.

Principal Investigator: J. P. Lisack

Recipient Institution: Purdue University, West Lafayette, Indiana, 47907

Start - End Dates: June 1, 1975 to January 31, 1976

Annual Funding: \$6,700.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: This project will draw upon completed research on the characteristics, vocational choices and educational and employment plans of Indiana high school seniors from 1966, 1969, 1972, and 1975. The objective is to provide comparative and trends data, in a readily comprehensible form, which will aid vocational/technical and career personnel (planners, administrators, counselors, teachers and others) to gain knowledge about high school seniors, which in turn will help them make better plans and decisions. Data will include: personal and background characteristics of seniors, plans after graduation, factors related to making career choice, main career choices, information concerning post-secondary education plans and courses chosen, education and training programs desired but not available locally. This data will provide a series of historical base points for future research. A comprehensive report will be developed; news releases will be distributed; a synopsis and abstract will be distributed to high schools and others having an interest in vocational education.

VTP 2104

Title: A Proposal for an Occupational Education Resource Center.

Principal Investigator: Nicholas L. Paul

Recipient Institution: University of New Hampshire, Durham, New Hampshire

Start - End Dates: May, 1975 to December, 1976

Annual Funding: \$4,200.00

Sponsoring Agency: New Hampshire State Department of Education, Concord

Contract and/or Control No.: No data

Summary of Project: This project is one part of the Management Information System project. Its purpose is to establish and operate an occupational education resource center for secondary vocational teachers. An Advisory Committee will be formed, consisting of representatives from: Secondary Vocational Teachers, Local Vocational Directors, Guidance Counselors, Vocational-Technical Colleges, Vocational Teacher Educators, Adult Education Teachers, the Twin-State Information System, the University of New Hampshire Media Center, and Industry. A review of the literature relative to establishment and operation of resource centers will be undertaken. The resource center will be located on the campus of the University of New Hampshire in Diamond Library and will use facilities and equipment of the library Media Center. Initial services will include: (1) New Hampshire VIEW (Vital Information for Education and Work); (2) Complete ERIC microfiche collection and search capability; and (3) liaison with regional resource center under sponsorship of NIE. Summer workshops for secondary teachers, guidance personnel, and administrators will be conducted.

VTP 2105

Title: Techniques of Industrial Knowledge (T.I.K.).

Principal Investigator: Lud DelGizzo

Recipient Institution: George J. West Middle School, Providence, Rhode Island

Start - End Dates: September, 1975 to June, 1976

Annual Funding: \$1,800.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908

Contract and/or Control No.: D-7623

Summary of Project: The programs provide an organized study of industrial knowledge and techniques for eighth-grade students, with the resulting understanding of the man-made world and the benefits of this insight in terms of educational and occupational opportunities. Students learn how man plans, organizes, and controls men, materials, and processes to produce such items as buildings, roads, automobiles, furniture, and appliances. Students will use tools, materials, and industrial practices to produce products that are representative, in principle, of man-made structure and products that are produced on a site (construction) or in a plant (manufacturing). Students will be divided into four groups, 30-35 per group, and will meet three times per week, 60 lessons, for twenty weeks of Construction and twenty weeks of Manufacturing, rotating at the half semester.

VTP 2106

Title: Two Hour Vocational Classes at the Laurel County Area Vocational School.

Principal Investigator: Ray Roundtree

Recipient Institution: Vocational Education, Region 13, P. O. Box 145, Barbourville, Kentucky, 40906

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$15,810.00

Sponsoring Agency: Kentucky State Department of Education, Bureau of Vocational Education, Supporting Services Division, Frankfort, KY, 40601

Contract and/or Control No.: No data

Summary of Project: Objectives of this continuation proposal are: (1) To determine the efficiency of two hour instructional blocks for five trade and industrial education programs of instruction, (2) To determine effect of change as perceived by the professional staff, and (3) To determine feasibility of instituting similar programs in other Kentucky area vocational education centers. For the third year, pupils are to be enrolled in the Laurel County Area Vocational School for two hours of instruction per day instead of the traditional three hours. The student will receive instructions in the trade area in which they are enrolled and related areas. The project will provide significant changes for the secondary vocational education programs in area vocational education centers across the state. It will provide information concerning the effect on community, school administration, and staff interaction which will assist others in innovating experimental program modifications, research, curriculum and development activities.

VTP 2107

Title: Griffith High School Career Education Pilot Project.

Principal Investigator: Thomas G. Sfura

Recipient Institution: Griffith Public Schools, 132 N. Broad Street, Griffith, Indiana, 46319

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$6,510.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: Objectives of the project are to: (1) locate and collect commercially produced career education activities and materials for use by the instructional staff; (2) assist the instructional staff in blending career education concepts with their traditional teaching methods; (3) help students make sound career-oriented decisions

based on aptitudes and interests; (4) promote and develop a working relationship with local business and labor representatives. A Career Education Committee will assemble and screen career education materials for inspection and use by instructional staff. Workshops and in-service sessions will be developed to provide assistance for interested instructors. Student activities will include: Career Weeks, occupational study groups, field trips, and classroom activities. A job placement service will be developed and local businesses will be contacted to determine present manpower needs.

VTP 2108

Title: A Study of Drop-Outs - 1970-1974.

Principal Investigator: Carroll Eno and Bob Holt

Recipient Institution: Lebanon High School, Lebanon School District, Lebanon, New Hampshire, 03766

Start - End Dates: July, 1975 to June, 1976

Annual Funding: \$3,500.00

Sponsoring Agency: New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, New Hampshire, 03301

Contract and/or Control No.: No data

Summary of Project: The objective of this project is to assess the Lebanon High School "Drop-Out" by means of a Survey Questionnaire and Permanent Record Card data to determine: (1) What curriculum changes might be desirable to entice the school-leaver to stay? (2) What curriculum changes might provide for vocational training for job-entry skills earlier in the high school program for those who are determined to terminate earlier anyway? The project will identify, locate, and pursue dropouts by mail, telephone and interview to obtain answers to the questionnaire. This will be followed by a tabulation of the data and a statistical investigation of data yields. Expected results of the study will benefit educators in assessing the need for curriculum revision. Drop-outs, once located, can be offered follow-up services by the guidance staff.

VTP 2109

Title: Opening Doors to Awareness.

Principal Investigator: Norma E. Blythe

Recipient Institution: Northern Lincoln Elementary, New River Road, Manville, Rhode Island, 02838

Start - End Dates: September, 1975 to June, 1976

Annual Funding: \$2,964.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908

Contract and/or Control No.: D 7614

Summary of Project: Over a two year period, the teachers in each of the four learning centers of the school will expose the children to numerous occupations from each of the fifteen career clusters. Each center will focus on a single theme as the source and supporter of many careers: Kindergarten - Community Helpers; Primary - Restaurant; Lower Intermediate - Library; Upper Intermediate - Hospital. The continuous progress - individualization of instruction program in this open space elementary school is divided into four learning centers: Kindergarten (two sessions with approximately 30 children each); Primary (approximately 125 children); Lower Intermediate (approximately 160 children); and Upper Intermediate (approximately 165). In each center the program is designed for a two year period, since the child usually stays in each center two years. At the end of his seven years in this program, he will have been exposed to occupations within the fifteen career clusters at least four times.

VTP 2110

Title: Career Awareness in North Scituate.Principal Investigator: June H. GuglielmiRecipient Institution: North Scituate School, Institute Lane, North Scituate, RI, 02857Start - End Dates: September, 1975 to June, 1976Annual Funding: \$5,366.00Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908Contract and/or Control No.: D 7607

Summary of Project: The primary purpose of this project is to expose approximately 300 students ranging from kindergarten through grade 6 to careers in ten of the fifteen occupational clusters identified by the United States Office of Education. Teachers have worked on concepts, generalizations and activities related to careers at levels appropriate to the maturity of their respective students. Student activities include field trips, experiments and individual and class projects. It is hoped that by exposing children to so many occupations, they will become aware that they have many choices and options open to them.

VTP 2111

Title: Discriminatory Factors of Social Adjustment for Transitional Students.Principal Investigator: Jane AllenRecipient Institution: University of New Hampshire, Durham, NH, 03824Start - End Dates: July, 1975 to June, 1976Annual Funding: \$524.00Sponsoring Agency: New Hampshire State Department of Education, Division of Vocational-Technical Education, Concord, NH, 03301Contract and/or Control No.: No data

Summary of Project: This study will compare measures of global social adjustment of identified transitional students with departmentalized students based upon Alfred Adler's concept of social interest. The research will attempt to determine the usefulness of social interest scores in differentiating between transitional and non-transitional students. The sample will consist of approximately 416 students from a public junior high school in Derry, New Hampshire. Data will be obtained through utilization of a true-false questionnaire, based on Sulliman's Scale of Social Interest as scored from IBM answer sheets. Included on the answer sheets will be additional questions pertaining to students' personal backgrounds. Such variables as I.Q., reading scores, and Socio Economic Status (SES) will also be coded. Expected information concerning the substantive differences between students in transitional and conventional classroom situations will be useful in eventual incorporation of those factors which promote social and vocational adequacy and adjustment into ongoing state educational systems.

VTP 2112

Title: "APOLLO", Advising Parents on Learning Life-Goal Opportunities.Principal Investigator: E. Sibielski and F. CastelliRecipient Institution: Cranston High School West, 80 Metropolitan Avenue, Cranston, Rhode Island, 02920Start - End Dates: September, 1975 to June, 1976Annual Funding: \$6,664.00Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908Contract and/or Control No.: D 7617

**Summary of Project:** The goal of this project is to increase parents and students knowledge of the process involved in choosing a life-goal, the resources and opportunities schools provide in choosing a life-goal, and the importance of distinguishing between interest versus ability. Each of the eight counselors at Cranston High School West will select 10 counselees who are undecided about career goal. Test profiles will be developed for each student to distinguish between ability and interest. Each counselor will participate in six evening sessions with students and parents. These sessions will include: demonstrations by counselors, discussions, lecture series, and viewing tapes and filmstrips on occupations, careers, and social-awareness skills.

VTP 2113

**Title:** An Agricultural Work-Study Career Education Program for Academically and Socio-economically Deprived Urban New Hampshire High School Incoming Sophomore Students.

**Principal Investigator:** Lewis Roberts, Jr.

**Recipient Institution:** Thompson School of Applied Science, University of New Hampshire, Durham, NH, 03824

**Start - End Dates:** July, 1975 to June, 1976

**Annual Funding:** \$14,720.00

**Sponsoring Agency:** New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, NH, 03301

**Contract and/or Control No.:** No data

**Summary of Project:** The objective of this project is to provide 64 New Hampshire urban high school incoming sophomore students from Manchester and Nashua with work and educational experience in four agriculturally-related career fields. Preference will be given to academically and socio-economically deprived students. Each student will be involved in cooperative living and recreational activities stressing interpersonal relations, spending 10 days at the Highland House Farm at the University of New Hampshire. Participants will explore: (1) Food Services Management by preparing their own meals; (2) Forestry by working on the farm lumber operation; (3) Plant Science through work in the vegetable gardens and nurseries; (4) Animal Science through involvement in various farm operations. Students will work under the supervision of highly selected Thompson School seniors who will coordinate projects and develop lecture/discussion sessions with the guidance of Thompson School faculty members.

VTP 2114

**Title:** Solar Heat Project.

**Principal Investigator:** Robert E. Crichton

**Recipient Institution:** Somersworth School District, Somersworth, NH, 03878

**Start - End Dates:** July 1, 1975 to June 30, 1976

**Annual Funding:** \$9,350.00

**Sponsoring Agency:** New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, NH, 03301

**Contract and/or Control No.:** No data

**Summary of Project:** The intent of this project is to create a broader field for our natural resources usage. Students will gain first-hand knowledge of methods of using solar energy to fulfill the ever-demanding requirements of today's needs. Objectives are: (1) To initiate a solar heating strand in the Building Trades Curriculum, (2) To allow the Building Trades instructor, Building Trades students, Science and Math Departments the opportunity to investigate different types of solar heating systems, and (3) To plan for the construction of a solar heated home in the 1976/77 school year. The Project

Director during the 1975/76 school year will, along with the Math Department Head and Science Department Head and Advisory Committee, study the feasibility of solar energy to be used in a home construction project in 1976/77. The team will develop and implement an instructional strand which will include field trips to solar energy-using sites, construct several solar panels to be used to gain the most efficient use of solar energy and study recent information dealing with solar heat. Class activities and experimentations will take place in the Somersworth Area Vocational School located in Somersworth, New Hampshire.

VTP 2115

Title: Woonsocket Vocational-Technical Skill Center Planning Grant.

Principal Investigator: Clifton Boyle

Recipient Institution: Woonsocket Education Department, 70 North Main Street, Woonsocket, Rhode Island, 02895

Start - End Dates: September 1975 to June 1976

Annual Funding: \$3,577.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, 02908

Contract and/or Control No.: C 7604

Summary of Project: To assist the Woonsocket Area Vocational-Technical Facility in providing vocational-technical education to the students of northern Rhode Island, this project will explore the utilization of the skill center concept. The skill center approach is a delivery system that allows students to participate in occupational programs at the Area Vocational-Technical Facility, while attending academic support courses at their "home high school." An investigation team will develop and recommend procedures to: (1) Determine methods of transporting students to and from the Area Vocational-Technical Facility; (2) Establish a comparable scheduling procedure for sending schools and the Area Vocational-Technical Facility; (3) Design guidelines for sending community responsibilities for student control and discipline; (4) Define the roles of the Area Vocational-Technical Facility guidance counselor and sending community guidance counselors; (5) Construct guidelines and procedures relating to fiscal responsibility and tuition costs for participating communities.

VTP 2116

Title: A Follow-Up Survey of the Graduates of the High Schools in Vocational Region #8 of New Hampshire.

Principal Investigator: Eugene W. Ross

Recipient Institution: Laconia School District, Harvard Street School, Box 309, Laconia, New Hampshire, 03246

Start - End Dates: Six months

Annual Funding: \$2,520.00

Sponsoring Agency: New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, NH, 03301

Contract and/or Control No.: No data

Summary of Project: To provide an updated data base from which information necessary for educational decision making can be examined, a follow-up survey of the graduates of the public high schools within Vocational Region #8 will be conducted. A combination mail and telephone technique will be utilized in obtaining data concerning the 1974, 1972, 1970, and 1968 graduates of the following secondary institutions: Belmont (Shaker Regional), Bristol (Newfound), Franklin, Laconia, Meredith (Inter-Lakes), Tilton (Winnisquam).

VTP 2117

Title: A Study of the Effectiveness of Vocational Education at Berlin Area Vocational Center.

Principal Investigator: Richard Pinette

Recipient Institution: Berlin Area Vocational Center, Berlin High School, Berlin, New Hampshire, 03570

Start - End Dates: July 1, 1975 to June, 1976

Annual Funding: \$4,500.00

Sponsoring Agency: New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, New Hampshire, 03301

Contract and/or Control No.: No data

Summary of Project: Objectives of this project are (1) To obtain and tabulate pertinent information from graduates of Berlin Vocational programs and from their employers; (2) To compile a comprehensive report of this information; and (3) To use the report with Advisory Committees, school administrators, guidance counselors, and others to determine the effectiveness of vocational programs and to affect needed change. A survey instrument will be designed to obtain desired information from graduates of vocational programs from 1969 to 1974. A separate instrument will be designed for employers of these graduates. Survey returns will be tabulated. An impartial group will make determinations regarding training related employment. A report containing statistical, narrative and graphic information will be compiled. The project is expected to assist in relating vocational program offerings to the job skill requirements of industry and business. It will provide information from which decisions can be made as to what programs should be expanded, changed, initiated, or curtailed.

VTP 2118

Title: Family Day Care Homes - For Child Development and Parent Development.

Principal Investigator: Marion Goldsmith

Recipient Institution: Rhode Island Department of Social and Rehabilitative Service, Providence, Rhode Island

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$13,707.00

Sponsoring Agency: Rhode Island State Department of Education, Bureau of Grants and Regulations, Vocational Education Office, Providence, Rhode Island, 02908

Contract and/or Control No.: C 602 JH

Summary of Project: The media of television will be used to offer an educational opportunity to providers of day care services, licensed to establish a day care home in Rhode Island. Two-hundred participants will meet in ten designated areas of the state with a trained discussion leader to reinforce the educational material with discussions, demonstration, written material, and workbooks. Forty students at Rhode Island College and the University of Rhode Island, enrolled in a family day care course, will be assigned to discussion groups as a participant/observer and will be required to make at least three home visits to providers. A research consultant will participate in an evaluation design using the student's visits to gather data about the effectiveness of this kind of training.

VTP 2119

Title: Microbiology Modules.

Principal Investigator: Raymond Walke

Recipient Institution: New Hampshire Vocational Technical College, Berlin, NH, 03570

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$12,300.00

Sponsoring Agency: New Hampshire State Department of Education, Concord, NH, 03301

Contract and/or Control No.: No data

Summary of Project: The project will provide theoretical background in chemistry, physics, biology, geosciences, and microbiology through a series of modularized units so that the student may strengthen such areas before moving into a study of practical modules on Environmental Microbiology. The practical modules in Environmental Microbiology (EM's) will serve as mini courses within completely self-directed courses and as resources for educational activities. Textbook, manual, supplemental literature excerpts, and library reading materials will be gathered to provide historical, conceptual, and factual data for the student. Slides, filmstrips, and movies will be utilized to augment carefully chosen detailed explanations. In some instances, models and drawings will be completed by the student so that the same conceptual models are seen, heard, read, and then physically constructed. The student then takes a test conducted by an instructor or by another student.

VTP 2120

Title: Competency-Based Curriculum Project.

Principal Investigator: Herbert Bruce, Jr. and Bruce Carpenter

Recipient Institution: Curriculum Development Center, Department of Vocational Education, College of Education, University of Kentucky, Lexington, KY, 40506

Start - End Dates: July, 1975 to June 30, 1976

Annual Funding: \$43,440.00

Sponsoring Agency: Kentucky State Department of Education, Frankfort, KY, 40601

Contract and/or Control No.: No data

Summary of Project: The major goal of the project is to develop, field test, evaluate, and revise validated competency-based instructional materials. Specific objectives are: (1) To develop instructional modules for 12 competency-based programs and produce mediated learning materials (primarily slide-tape presentations) to accompany catalogs of performance objectives and criterion-referenced measures in selected occupational areas; (2) To field test the instructional modules in selected schools for a total of 24 programs; (3) To evaluate the instructional modules used in the field test sites in terms of effectiveness in producing desired student learning; and (4) To revise the instructional modules based on the evaluation information received from the field-test program. The results of the formative testing, combined with other information obtained from the field-test program will be utilized in (1) reporting on the achievements of the first phase of the competency-based education project, (2) identifying parts of the materials requiring revision and refinement, and (3) planning for the subsequent demonstration and diffusion phases of the project.

VTP 2121

Title: Career Concepts Awareness.

Principal Investigator: James E. Sullivan

Recipient Institution: Cumberland School System, Mendon Road, Cumberland, Rhode Island, 02864

Start - End Dates: September 1975 to June 1976

Annual Funding: \$11,002.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, 02908

Contract and/or Control No.: D 7620

Summary of Project: The Cumberland School Department is in its second year of implementation of the Elementary's "Career Concepts Awareness" program which is intended to provide Career Education as part of the curriculum for all students. The program is intended to (1) provide students with knowledge and positive attitudes toward himself, (2) give an awareness of occupations which serve him, the community, and society, (3) develop skills and experiences in decision making, (4) explore the world of work. This elementary program is designed to lay the foundation for later career planning by the student as part of a comprehensive career development program. The program has utilized three basic implementation procedures: (1) learner-centered instruction, (2) concepts development, (3) sequential planning. The program is intended to expand into three new schools and increase in enrollment to approximately 1100 students with 53 teachers.

VTP 2122

Title: A Triangular Teaching Process; Using Mass Communication as a Media to Integrate Vocational and Academic Curricula through Cooperative Efforts of a Public High School, a Vocational School and a Four Year College.

Principal Investigator: F. T. Burns and Ed Allen

Recipient Institution: Daviess County School System, P. O. Box 1510, 1622 Southeastern Parkway, Owensboro, Kentucky, 42301

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$10,288.00

Sponsoring Agency: Kentucky State Department of Education, Bureau of Vocational Education, Frankfort, KY, 40601

Contract and/or Control No.: No data

Summary of Project: (1) Visit the local radio and television stations to determine what equipment is used and the various jobs required for the operation of a radio station; (2) Work at least two hours alongside a radio or TV station employee on his regular job; (3) Produce weekly or monthly radio programs about school activities which will be aired over one of the local commercial radio stations; (4) Prepare for and pass the FCC test for the third class radio operator's license; (5) Demonstrate their knowledge of and ability to use technical radio and TV equipment by passing at an 80% level a battery of teacher-constructed tests; and (6) Simulate the operation of a TV station and produce 16 twelve-minute closed circuit TV programs on school news and at least six programs descriptive of various courses at either the Vocational School or Apollo High School. Students will learn the facts and entry-level skills, necessary for the following post-secondary activities: (1) Entry into any college curriculum leading to a degree in mass communications; (2) Entry at an advanced level into the Vocational School communications technology program; (3) Employment at a Radio or TV Station as a third class radio operator, announcer, newscaster, reporter, cameraman, technician, or advertising agent. The professional staff will complete a curriculum guide and booklet to serve as a model for others to use in similar programs. A cooperative working relationship among the three institutions will be enhanced. In the area of mass communications, the academic and vocational program will be integrated to provide a more realistic program of preparation for the broad field of mass communications.

VTP 2123

Title: Developmental Program for Preparing Students for the World of Work.

Principal Investigator: Carmine Ruggiero

Recipient Institution: Dutemple & Valentine Almy Primary School, Cranston, Rhode Island

Start - End Dates: September 1975 to June 1976

Annual Funding: \$10,576.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, 02908  
Contract and/or Control No.: D 7618

Summary of Project: This program will provide the student with an awareness of the inter-relationship of curriculum and careers. It provides the student with a sequential and developmental understanding of self and others, showing all jobs have dignity and worth. It will enable the student to make decisions and choices by exposing him/her to the broad range of career possibilities. This program will continue at the Dutemple and Almy School and will add three other elementary schools (Gladstone, Woodridge and Edgewood Highland.) The program will discuss various ways with parents in which they can reinforce the decision-making skills which students acquire in the school and help their children to become more aware of the wide variety of professions and vocational opportunities available.

VTP 2124

Title: Articulation Project for Allied Health.

Principal Investigator: Ray L. Dunn

Recipient Institution: Murray State University, Murray, Kentucky, 42071

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$18,859.00

Sponsoring Agency: Kentucky State Department of Education, Frankfort, 40601

Contract and/or Control No.: No data

Summary of Project: The overall objective for the Articulation Project for Allied Health is to determine if articulation can be accomplished from a vocational program to the degree level, and to provide an illustrated model of this process. The project will focus on the areas of: (1) Certified Laboratory Assistant, (2) Radiological Technologist, (3) Operating Room Technician, and (4) Certified Respiratory Therapy Technician. A full-time coordinator will be employed to survey the existing programs in vocational and higher education. A determination will be made of program standards and how close the existing vocational and college level programs correspond to one another. After the compilation of supportive data, an attempt will be made to establish a procedure, by which a student can achieve a complete transfer of credits from vocational health programs to degree programs.

VTP 2125

Title: New Hampshire Model for Vocational Guidance, Counseling, Placement, and Follow-Up Services (Continuation).

Principal Investigator: Richard A. Gustafson and Josephine Hayslip

Recipient Institution: Keene State College, Main Street, Keene, New Hampshire, 03431

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$4,200.00

Sponsoring Agency: New Hampshire State Department of Education, Vocational-Technical Education, 105 Loudon Road, Concord, NH, 03301

Contract and/or Control No.: No data

Summary of Project: The purpose of this project is to provide research data on the implementation of the New Hampshire Handbook for Comprehensive Career Guidance Programs. The first effort will be to field test the actual components of the handbook and make revisions as necessary. A graduate intern will spend full-time with the guidance, teaching, and administrative staff of the Monadnock Regional High School during the field test. The second goal of the project is to field test a model which will demonstrate how a district can organize, plan and implement change in its career

guidance program. This would involve in-service workshops for superintendents and obtaining a commitment from at least two school districts to be pilot sites for implementation of the career guidance handbook. Fifty professionals from each pilot site will be trained and assisted in the development of a specific plan of action for implementation of the handbook in their district. The resulting model will be revised on the basis of continuing feedback and evaluation.

VTP 2126

Title: A Consortium for Planning Local Production and Sharing of Instructional Media in Occupational Education.

Principal Investigator: Joseph Bailey Carter

Recipient Institution: North Carolina Department of Community Colleges, 25 Education Building, Raleigh, NC, 27611

Start - End Dates: July 1, 1975 to June 30, 1977

Annual Funding: \$3,908.00

Sponsoring Agency: North Carolina State Department of Public Education, Occupational Research Unit, Raleigh, NC, 27611

Contract and/or Control No.: No data

Summary of Project: The objectives of this project are to: (1) form a consortium of community colleges and technical institutes for the production and sharing of instructional media to support occupational education; (2) develop and implement a plan for producing, evaluating and sharing instructional media among participating institutions; (3) assist local institutions in developing educational materials. Procedures include: (1) seeking the commitment of approximately ten institutions for existing locally produced instructional programs and evaluating these materials; (2) surveying institutions for existing locally produced instructional programs and evaluating these materials; (3) establishing a clearinghouse for disseminating descriptions of available materials, including Occupational Research Unit products; (4) determining other needed occupational technology programs and products and devising a plan for their production and evaluation; (5) conducting workshops to train local media technicians and instructors in effective audiovisual production techniques. The outcome of this project will be more efficient use of manpower and materials in the production and dissemination of occupational education programs.

VTP 2127

Title: Pre-Vocational Program.

Principal Investigator: Sara Pearson

Recipient Institution: Bradley Hospital, 1011 Veterans Memorial Parkway, East Providence, Rhode Island, 02915

Start - End Dates: June 1975 to June 1976

Annual Funding: \$30,440.00

Sponsoring Agency: Rhode Island State Department of Education, Vocational Education Office, Providence, Rhode Island, 02908

Contract and/or Control No.: D 7609

Summary of Project: This project will serve one-hundred and sixteen elementary grade children with learning and emotional disabilities. For each of the areas of home economics, woodworking, electricity, photography, ceramics, and graphic arts, the child will: (1) be familiar with skills, machines, raw materials, and end products; (2) be exposed to a curriculum which integrates pre-vocational activities into all academic areas to further academic skills; (3) be aware of occupations related to the program

areas; (4) improve social behavior. An in-service training session will be conducted by the project coordinator, home economics teachers, and industrial arts teacher to acquaint special education teachers and child care workers with skills and academic concepts relating to specific program activities. Teachers will initiate projects and activities which stress skill learning through a multi-sensory approach concerning itself with process and product outcomes. Teachers will translate pre-vocational concepts into meaningful academic work. The behavior component will expose the child to various social situations. Groups of children will meet for instruction in home economics or industrial arts for three one-hour sessions per week. Pre and post standardized and non-standardized tests will be administered to evaluate changes in skills, academic achievement, occupational awareness, and behavior.

VTP 2128

Title: A System to Integrate and Increase Efforts of Universities' Counselor Educators, and Vocational Educators to Develop a Stronger Counselor Training Program.

Principal Investigator: Robert L. Gibson

Recipient Institution: Indiana University, Department of Counseling and Guidance, Bloomington, Indiana, 47401

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$11,968.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, Indiana, 46204

Contract and/or Control No.: No data

Summary of Project: Objectives of this project are to improve the competencies of counselors-in-training, practicing school counselors, and university counselor educators. Competencies and abilities needed by guidance personnel will be identified through surveys of vocational education personnel, samplings from similar personnel not directly involved in vocational education, a literature search and review of research, and an analysis of collected data. Representatives from the Regional Campuses of Indiana University, Indiana University-Purdue University at Indianapolis, and other counselor education programs in Indiana will be invited to participate in meetings to review existing programs in relation to identified competencies. Counselor educators at Indiana University will participate in activities, such as visits to exemplary programs and local schools, designed to increase communication with vocational educators and other community leaders and promote awareness of trends and problems in vocational education. Provisions will be made to design and initiate appropriate instructional activities for all full-time Master's students in the Counseling and Guidance program to enable them to secure needed competencies.

VTP 2129

Title: Development and Field Testing of Audio-Visual Material for Thirteen Units of Leadership Instruction.

Principal Investigator: William Richardson

Recipient Institution: Department of Education, Vocational Education Section, Purdue University, Lafayette, Indiana, 47907

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$12,233.00

Sponsoring Agency: Indiana State Department of Public Instruction, Division of Vocational Education, 120 W. Market Street, 16th Floor, Indianapolis, IN, 46204

Contract and/or Control No.: No data

Summary of Project: A set of thirteen leadership training learning packages, designed for use by Indiana vocational teachers, has been developed by a research team at Purdue University. These materials follow a three-stage model: (1) Self Instructional Guide, (2) Group Instructional Guide, and (3) Personalized Individual Projects. This project will systematically develop audio-visual media that will enhance the effectiveness of these instructional units and insure their adoption by Indiana vocational teachers. Media - including slides, transparencies, handouts, cassette tapes, films, video tapes, and games - will be keyed to each stage of each learning package where needed. The project will: (1) identify the existing media and develop additional materials for 13 leadership training packages; (2) field test the resulting packages; (3) conduct workshops of youth group advisors in the usage of materials; and (4) develop a Leadership Handbook for use by local chapter officers of vocational youth groups.

VTP 2130

Title: Developing a System for Comprehensive Screening-Placement-Follow-up Services for Local Education Agencies.

Principal Investigator: Guy Andress, Jr.

Recipient Institution: Evansville-Vanderburgh School Corporation, Administration Building, 1 S.E. Ninth Street, Evansville, Indiana, 47708

Start - End Dates: June 1, 1975 to May 31, 1976

Annual Funding: \$20,773.00

Sponsoring Agency: Indiana State Department of Public Instruction, Indianapolis (Statehouse), 46204

Contract and/or Control No.: No data

Summary of Project: This project will address three areas of responsibility within vocational-technical education: (1) screening of applications for admission to programs which have limited enrollments; (2) placement of students within school programs and placement in the occupational community; and (3) follow-up research to evaluate program effectiveness and develop efficient storage of information for future use in curriculum development. Objectives include: (1) establishing guidelines for interest inventories, production and dissemination of vocational program information, application forms, follow-up of rejected applicants and dropouts, job placement services for in-school and out-of-school students; (2) preparing a job description that will coordinate all screening-placement-follow up activities; and (3) establishing a pilot model for the development of this project into an area-regional-state concept linking the school, business community, and allied agencies. Instruments will be developed at a center for Screening-Placement-Follow up at the area school. Activities will be monitored and evaluated by a Regional Advisory Board and results will be disseminated under the direction of the State Board of Vocational and Technical Education.

VTP 2131

Title: Coordinate Vocational Curriculum Development Activities.

Principal Investigator: L. Hobdy Perkins

Recipient Institution: University of West Florida, Pensacola, Florida, 32504

Start - End Dates: June 19, 1975 to June 30, 1976

Annual Funding: \$25,000.00

Sponsoring Agency: Florida State Department of Education, Division of Vocational, Technical, and Adult Education, Tallahassee, Florida, 32304

Contract and/or Control No.: C5-008

Summary of Project: This project will serve to coordinate the six major efforts of the Florida Vocational Education Division: (1) assessment of curricula needs at all

operational levels; (2) participation in the Vocational Education Consortium of States (V-TECS); (3) Curriculum Laboratory developmental work; (4) the Dissemination and Diffusion System; (5) the Vocational Education Curriculum Delivery System; and (6) the evaluation program. A Vocational Curriculum Coordinator will be hired through the University of West Florida to work with the Chief of the Bureau of Vocational Research, Dissemination, and Evaluation and the Head of the University's Vocational Education Department to: (1) represent the Florida Division of Vocational Education on the V-TECS Board of Directors; (2) coordinate review of V-TECS catalogues with selected teachers, Division personnel, and workers to determine content validity; (3) assist Bureau of Vocational Programs and Staff Development personnel in conducting needs assessments; (4) prepare lists of needed curriculum revisions; (5) represent the Bureau in matters pertaining to the work of the Curriculum Laboratory; and (6) represent the Bureau in Statewide curriculum coordinating functions and the Southeast Curriculum Coordinating Council. In addition to reducing duplication of efforts and increasing communication among those involved in curriculum activities, the project will establish realistic priorities of curriculum development needs and provide reliable curriculum products and processes.

VTP 2132

Title: North Country Education Services - Career Education Component.

Principal Investigator: Leon Lakin

Recipient Institution: North Country Education Services, 103 Main Street, Gorham, New Hampshire

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$15,100.00

Sponsoring Agency: New Hampshire State Department of Education, Vocational-Technical Division, 105 Loudon Road, Concord, NH, 03301

Contract and/or Control No.: No data

Summary of Project: The North Country Education Services-Career Education Component Project is intended as a three year model career education program. Overall goals and objectives are to systematically deal with the North Country's need for career awareness/education and eventually reduce the drop-out rates in local schools through career counseling and greater vocational opportunities. Phase I of the project, covering the 1975-1976 school year, will involve the following procedures: (1) Employ a Career Education Coordinator to be shared as a resource among North Country School Districts; (2) Design and conduct workshops in career awareness/education for area teachers and administrators; (3) Develop career awareness/education classroom materials, activities and experiences; (4) Initiate activities designed to increase student career-occupational awareness in grades 1-8; (5) Identify existing career/vocational programs; and (6) Design plans for identification and counseling of potential drop-outs.

VTP 2133

Title: Career Orientation Education.

Principal Investigator: Veretta Jungwirth

Recipient Institution: Mt. Pleasant Elementary School, 1246 Chalkstone Ave., Providence, Rhode Island, 02908

Start - End Dates: September 1975 to June 1976

Annual Funding: \$5,000.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908

Contract and/or Control No.: No data

Summary of Project: This project will refocus the elementary curriculum around Career Education and the idea that an individual's identity and life's work are integrally related. A self-direction and decision-making curriculum will be developed by starting at the primary level with career awareness, self-awareness, values clarification, and positive self-concept building as the first steps toward self confidence, orientation, creativity, self-understanding, problem solving, decision-making, and health interpersonal relations. Activities designed to reintegrate the affective and cognitive domains into career awareness and to counteract work stereotyping will be developed.

VTP 2134

Title: Industrial Based Career Education.

Principal Investigator: John M. MacManus

Recipient Institution: Gilbert Stuart Middle School, 188 Princeton Ave., Providence, Rhode Island, 02907

Start - End Dates: September 1975 to June 1976

Annual Funding: \$4,200.00

Sponsoring Agency: Rhode Island State Department of Education, Providence, RI, 02908

Contract and/or Control No.: D 7613

Summary of Project: This project will serve 450 disadvantaged students in grades 5 through 8. It is divided into three components: (1) Career Awareness in grades 5 and 6; (2) The World of Construction, including such topics as Carpentry, Masonry, Civil Engineering and Architectural Drafting, in grade 7; and (3) The World of Manufacturing, covering Management, Personnel, and Production, in grade 8. The objectives are to enable students to: (1) understand and perform selected classroom tasks and activities that will increase self-awareness, develop decision-making skills, and relate the classroom to the world of work, the 15 career clusters, and job families within each cluster; (2) broaden career aspirations and opportunities through orientation exploratory activities in two of the 15 career clusters; (3) relate education to the skills and requirements of careers; and (4) develop long term goals and incentives to acquire these goals, thus increasing the initiative to remain in school.

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